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ABSTRACT

The University of London appointed a committee with the charge to investigate the library provisions and conditions within the University in relation to the library resources of the London area in general; to explore the possibilities of increased co-ordination and co-operation between these libraries; and to make recommendations on all aspects of library policy. This report of the committee looks at and makes recommendations for the following: library resources of the University and of the London area in general; provision for undergraduate studies, advanced study and research; medical libraries; manuscripts and archives; central library services; staffing the Libraries Council; and, finance and accommodation. (Author/SJ)

ED 067101

UNIVERSITY OF LONDON

Report of the Committee on Library Resources

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LONDON 1971

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INTRODUCTION

i. The Committee on Library Resources was appointed by the Senate on the nomination of the Academic Council, the Collegiate Council, the External Council and the Library Committee late in 1968 and formally constituted in April 1969. Its membership was as follows:

Professor R. A. Humphreys (Chairman)
Sir Walter Adams
Professor C. N. L. Brooke
Mrs. E. M. Chilver (to July 1970)
Mr. H. L. Elvin
Mr. D. J. Foskett
Mr. K. Garside
Professor E. H. J. Gombrich
Professor J. Greig
The Rev. Dr. G. Huelin
Professor A. Maccoll
Professor C. H. Philips (from July 1970)
Professor J. P. Quilliam
Mr. D. T. Richnell
Sir John Wolfenden

Mrs. Chilver, as a result of other heavy commitments, resigned in July 1970, and her place was taken by Professor C. H. Philips.

Mr. D. T. Richnell, the Director of the University Library, served as Acting-Secretary to the Committee until, in September 1969, Dr. James Henderson, formerly the University's Academic Registrar, was able to take up an appointment as part-time Secretary. Mrs. M. Robinson was appointed part-time Research Assistant to Dr. Henderson in October 1969.

ii. The terms of reference of the Committee were as follows: 'To investigate the library provisions and conditions within the University in relation to the library resources of the London area in general; to explore the possibilities of increased co-ordination and co-operation between these libraries; and to make recommendations on all aspects of library policy'.

iii. The Committee held thirteen meetings. It prepared a Statement of Views on the Report of the National Libraries Committee, which was submitted to the Secretary of State for Education and Science on behalf of the University in October 1969. It made an Interim Report to the University in July 1970 on the financial implications of its proposals for the Quin-

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quennium 1972-77. It submitted written evidence to the Committee of Enquiry into the Governance of the University in September 1970, and its representatives later met this Committee, and, in April 1971, it forwarded, for the consideration of the Collegiate Council, a Memorandum on the Archives of the University and its Institutions.

iv. The Committee established twelve Working Parties, of which two were later merged. These were as follows:

(1) *Medical Libraries*

Professor J. P. Quilliam (Chairman)
Mr. D. T. Richnell
The Chairman
The Secretary
Additional Members
Mr. B. Armitage (Librarian of the Charing Cross Hospital Medical School); replaced in October, 1970, on his leaving London, by
Miss F. M. Picken (Librarian of St. George's Hospital Medical School).
Miss D. F. Atkins (Librarian of the Royal Postgraduate Medical School).
Miss W. M. Gallagher (Librarian of St. Mary's Hospital Medical School).
Mr. V. J. Glanville (Librarian of the London School of Hygiene and Tropical Medicine).

(2) *Information Services*

Professor J. Greig (Chairman)
Mr. D. J. Foskett
Professor A. Maccoll
The Chairman
The Secretary
Additional Member
Mr. B. C. Brookes (University College)
The Working Party also had the assistance of
Mr. D. A. Clarke (Librarian of the London School of Economics)
Mr. W. A. F. P. Steiner (Secretary and Librarian of the Institute of Advanced Legal Studies)

(3) *Central Acquisitions and Union Cataloguing*

Mr. D. T. Richnell (Chairman)

Mr. K. Garside
Professor C. N. L. Brooke
Mr. D. J. Foskett
Professor E. H. J. Gombrich
Professor A. Maccoll
The Chairman
The Secretary
Additional Member
Mr. B. C. Bloomfield (Deputy Librarian, School of Oriental and African Studies)

(4) *Provision for Advanced Study and Research*

Mr. D. T. Richnell (Chairman)
Mr. D. J. Foskett
Mr. K. Garside
Professor E. H. J. Gombrich
The Chairman
The Secretary
Later joined by
Sir Walter Adams
Professor J. Greig
Professor A. Maccoll
Professor C. H. Philips
Sir John Wolfenden
Additional Members
Mr. D. A. Clarke (Librarian of the London School of Economics)
Mr. R. B. Freeman (University College)
Professor C. T. Ingold (Birkbeck College)
Mr. G. M. Paterson (Librarian of Bedford College)
Mr. J. D. Pearson (Librarian of the School of Oriental and African Studies)
Mr. J. W. Scott (Librarian of University College)
Mr. W. A. F. P. Steiner (Secretary and Librarian of the Institute of Advanced Legal Studies)
Mr. A. Whitworth (Librarian of Queen Mary College, and later Librarian of Imperial College).

(5) *Library Facilities for External Students*

Professor J. P. Quilliam (Chairman)
The Rev. Dr. G. Huelin
Mr. D. T. Richnell
The Chairman
The Secretary
Additional Member
Mr. P. F. Vowles (External Registrar)

(6) *Staffing of Libraries and Training of Librarians*

Mr. H. L. Elvin (Chairman)
Mr. D. J. Foskett
Mr. K. Garside
Professor J. Greig
Mr. D. T. Richnell
The Chairman
The Secretary

(7) *Central Planning, University Libraries Council and Library Accommodation*

Professor R. A. Humphreys (Chairman)
Sir Walter Adams
Mrs. E. M. Chilver
Mr. D. J. Foskett
Mr. K. Garside
Professor E. H. J. Gombrich
The Rev. Dr. G. Huelin
Professor C. H. Philips
Mr. D. T. Richnell
Sir John Wolfenden
Additional Members
Mr. J. D. Pearson (Librarian of the School of Oriental and African Studies)
Mr. A. T. Milne (Secretary and Librarian of the Institute of Historical Research)

(8) *Special School Libraries*

[amalgamated with Working Party 4]

(9) *Provision for Internal Undergraduate Students*

Mr. K. Garside (Chairman)
Professor C. N. L. Brooke
Professor A. Maccoll
Mr. D. T. Richnell
The Chairman
The Secretary
Additional Members
Mr. D. A. Clarke (Librarian of the London School of Economics)
Mr. A. P. Howse (Librarian of Birkbeck College)

Miss D. M. Moore (Librarian of Westfield College)
Mr. J. W. Scott (Librarian of University College)
Mr. A. Whitworth (Librarian of Queen Mary College, later Librarian of Imperial College)
The Working Party also had the assistance of
Mr. J. Pearson (Librarian of the School of Oriental and African Studies)
Mr. W. A. F. P. Steiner (Secretary and Librarian of the Institute of Advanced Legal Studies)

(10) *The Depository Library*

Mr. D. T. Richnell (Chairman)
Sir Walter Adams
Mr. K. Garside
The Chairman
The Secretary
Additional Members
Mrs. J. Baker (Librarian-in-charge, Depository Library)
Mr. D. A. Clarke (Librarian of the London School of Economics)
Miss C. E. A. Hawkes (University Library)
Mr. V. J. Glanville (Librarian of the London School of Hygiene)
Sir Douglas Logan (Principal, University of London)
Mr. W. A. F. P. Steiner (Secretary and Librarian of the Institute of Advanced Legal Studies)

(11) *Audio-Visual Materials*

Mr. H. L. Elvin (Chairman)
Mr. D. J. Foskett
Professor E. H. J. Gombrich
Professor J. P. Quilliam
Mr. D. T. Richnell
The Chairman
The Secretary
Additional Members
Mr. M. Clarke (Director of the Audio-Visual Centre)
Mrs. H. E. Coppen (Institute of Education)

(12) *Manuscripts and Archives*

Professor C. N. L. Brooke (Chairman)
Mr. K. Garside
The Chairman
The Secretary

Additional Members
Professor T. J. Brown (King's College)
Miss Joan M. Gibbs (Sub-Librarian, University Library)
Mr. A. T. Milne (Secretary and Librarian of the Institute of Historical Research)
Mr. A. G. Watson (University College)

v. The Committee received evidence from many University bodies as well as from individual members of the University and other interested persons. It issued four questionnaires, one to University institutions, two to Librarians, and one to selected groups of undergraduates. It conducted also a number of surveys on various aspects of library matters. Its members acknowledge with gratitude the help they were given by the Library Management Research Unit of Cambridge University Library and by Miss Joan M. Harries, the Deputy Librarian of the University Library.

vi. We cannot thank by name everyone who came to our assistance with help and advice. But we would refer especially to the 'additional members' of our Working Parties, not members of our Committee, who contributed decisively to our investigations, often by detailed and extensive reports. We wish to record our gratitude, also, for the ready and willing co-operation given to us by librarians in all the institutions of the University. Finally we owe a special debt to our Secretary, Dr. James Henderson, who sacrificed much of his leisure on our behalf, to his research assistant, Mrs. Mary Robinson, and, for much willing secretarial assistance, to Mrs. P. McCulloch.

July, 1971

LIST OF ABBREVIATIONS

ADP – Automatic Data Processing
ASLIB – formerly the Association of Special Libraries and Information Bureaux – now Aslib
AUT – Association of University Teachers
BNB – British National Bibliography
BUCOP – British Union Catalogue of Periodicals
CNAA – Council for National Academic Awards
COMPENDEX – Computerized Engineering Index
ESRO – European Space Research Organization
INSPEC – Information Service in Physics, Electrotechnology, and Control
INTREX – Information Transfer Experiments
MARC – Machine-Readable Catalogue
MEDLARS – Medical Literature Analysis and Retrieval System
NLLST – National Lending Library for Science and Technology
OSTI – Office for Scientific and Technical Information, Department of Education and Science
SBN – Standard Book Number
SCOLLUL – Standing Conference of Librarians of the Libraries of the University of London
SCOLMA – Standing Conference on Library Materials on Africa
SCONUL – Standing Conference of National and University Libraries
UGC – University Grants Committee
UKCIS – United Kingdom Chemical Information Service
UNESCO – United Nations Educational Scientific and Cultural Organization
UNISIST – World Science Information Centre

ABSTRACT OF THE REPORT

There are more than sixty libraries in the University of London; their annual expenditure is about £2 million; and they contain some five million volumes. Though they are spread over a wide geographical area, there is a major concentration of library resources on and near the central University site in Bloomsbury. The University Library (one million volumes), housed in the Senate House, and the Depository Library at Egham, twenty-two miles away, are under committees appointed by the Senate. But, with these exceptions, there is no University body specifically charged with responsibility for libraries, and the libraries themselves have grown in unplanned independence. They have co-operated with one another in a variety of ways, and an informal Standing Conference of Librarians (SCOLLUL) acts as a forum of discussion among librarians; but there is no machinery for promoting the rationalization and co-ordination of library resources or for concerting and implementing major measures of general policy. Apart from the Depository Library, which is available to all libraries for private or co-operative storage, no common services are provided, nor is there any means of initiating and carrying through research on common problems and on large-scale undertakings likely to benefit libraries in general.

For these and other reasons the main recommendation of the Report is that a Libraries Council should be established as a Council of the Senate, to secure the development of the library resources of the University on the most rational lines, to discuss and recommend measures for co-operation and co-ordination with the resources of the London area in general, and to have responsibility for the central library services of the University. The Council would not, of course, have direct control over the libraries of Colleges, Schools and Institutes, which must remain the responsibility of the institutions concerned and receive their financial support through them. But it should be available for consultation both to individual institutions and to the Court; and it should have funds at its disposal to stimulate, by relatively small, ear-marked grants, the rationalization of resources.

The Council should include librarians among its members and a nominee also, it is hoped, of the Board of the British Library. It should assume responsibility for the University Library and the Depository Library, replacing their present managing bodies by committees of its own; should initiate the production of a machine-readable union catalogue of periodicals, and of other union catalogues; and, as a part of an extensive programme of research on library matters, should investigate the alternatives of the total or

partial centralization of both acquisitions and cataloguing, on the one hand, and of cataloguing alone, on the other. It should establish also a Central Information Service, staffed by experienced information officers, and having access not only to the conventional bibliographical sources of information but to all computerized sources, national, international and internal to the University, as well as to the necessary computers. The Service is intended to furnish advice to information officers, library staffs and departments in Colleges, Schools and Institutes on the development of local information systems in order to ensure their compatibility, and to provide a direct information service when and where appropriate.

The federal structure of the University, the large number of its students and the wide geographical distribution of its Colleges and Schools make it impracticable to provide centrally for the library needs of its undergraduates. Colleges and Schools, therefore, must be mainly self-sufficient in the provision of books for their undergraduate members and generous in the supply of duplicate copies. Undergraduates should not have a general right of access to all College and School libraries, but access should be given to them for reference purposes on the recommendation of their teachers. It is essential, also, to maintain the privilege that undergraduates from one College, who are attending classes in subjects mainly or wholly taught at another, be allowed the free use of the relevant library resources of the College they are visiting. Colleges and Schools should provide in their own libraries the basic texts and prescribed books required by those of their students who are attending classes in subjects taught elsewhere, but they should not attempt to build up comprehensive collections in these subjects. Inter-collegiate teaching implies the fullest use of the special resources of a particular institution, not their duplication.

The University Library should support and supplement the provision made for undergraduates in the College and School libraries, affording access to a large range of materials not available in the libraries of the special Schools, and giving students of the smaller Colleges the freedom of a large library. The library provision of the University as a whole, however, would be greatly benefited if in one central library the undergraduate — and graduate — could be reasonably certain that the books he needs were always available for consultation. For this reason the University Library should progressively become a reference library primarily, and a lending library only secondarily, providing a loan service mainly by the duplication of copies. To carry out its functions adequately it requires more space for books on open-access shelves, more seats for readers, longer hours of opening, a shorter period of loan, and a larger book fund.

External students, of course, must not be allowed to suffer by the subordination of the role of the University Library as a lending library to its role as a reference library, and special consideration must therefore be given to the needs of these students for borrowing facilities and the extent to which improved or alternative provision can be made. One possible solution to this problem would be the creation within the Library of a special loan collection for external students on the lines of, and even associated with, the existing Extra-Mural Library.

The requirements of internal postgraduate students preparing for the 'taught' Master's degree are similar to those of undergraduates attending inter-collegiate classes. Postgraduate students from one College who are working with the teacher of another should be given access to the relevant subject collection in the College of the teacher concerned. This access should be a recognized element in the relationship between teacher, library and student. But such postgraduate students should also be given access, as and when necessary, to the resources they require in the libraries of other Colleges, Schools or Institutes, whether directly, for specified periods, or by making them available on short-term deposit in another library of the University.

The extent to which a College or School library should develop its resources to meet the needs of advanced study and research must vary widely. In some subjects School provision is and should be the primary research resource within the University. In others the libraries of the Senate Institutes, with their specialized collections, and the University Library, with the development of its separately organized subject libraries, constitute the major research collections. There is thus a two-tier structure of research provision, one in the sector of the Schools and Colleges, the other in the central University sector, in the Institutes and the University Library.

Some libraries in both sectors have not only a national but an international reputation. They serve the needs of a very large body of the University's own members. But they serve also the world of learning. In framing their acquisitions policies they must always take account of the great national and other research collections in London, above all of the British Museum Library. But quite apart from the national responsibilities they may have, as University libraries they have a special function to perform and a duty to build up their collections in such a way as to make certain that no undue burden is placed by members of the University on the stock and accommodation of other great London libraries.

The federal nature of the University has resulted in an uncoordinated development of its libraries. Though there is no strong evidence of excessive or wasteful duplication of holdings in the past, it is now vital to take measures to ensure, for the future, the widest possible coverage with the essential minimum of duplication in specialized fields; to lead to an agreed policy on the most effective placing of material; and to provide for continuous consultation between the relevant libraries both within and outside the University.

For these reasons the Libraries Council should establish committees which would co-ordinate provision in the various subject-fields and would be composed of representatives of Boards of Studies, of the libraries of the University more particularly concerned, and of other relevant libraries in the London area. Wherever possible, existing machinery should be used, as, for example, the library sub-committees of Boards of Studies, in order to keep to a minimum the burdens assumed by some members of the academic and library staff.

The Report reviews, subject by subject, the provision for advanced study and research and makes a number of recommendations for the establishment of *ad hoc* working parties to consider closer working relationships between the University Library and certain of the Senate Institutes, and for the co-ordination of the resources of the central University sector and the College and School sector. The research collections in Colleges and Schools should be developed in areas of special interests and special responsibilities. The University Library should establish further subject libraries, particularly in those fields, such as English studies and Romance studies, where no Institute provision exists, and in subjects in which the collections of the University Library complement those of Institutes, as in history, archaeology, the history of art, and legal studies.

For many reasons the libraries of the medical Schools and Institutes must continue to be mainly self-sufficient, though the resources of some of these would appear to be less than adequate. In any re-organization of the medical Schools close attention must be given to the co-ordination of their libraries; there should be a more positive policy of co-operation between the medical libraries of the Bloomsbury area and the University Library, which should establish a medical and biological sciences subject library for medical staff and students and for researchers in paramedical subjects; and there should be localized co-operation in other London areas.

In view of the proposed future development of the Lyon Playfair Library at Imperial College and of the Science Reference Library and the National Lending Library for Science and Technology within the British Library, it seems probable that the rationalization of library resources in science and technology as between the School libraries themselves and with the University Library can most usefully be considered on a local basis rather than for the London area as a whole. The library policy of the University Library in these fields should be defined, after a detailed investigation by the Libraries Council, in the light of the development of the Central Information Service.

A committee on manuscripts and archives should be appointed by the Libraries Council, both to consider and offer assistance on the problems of manuscript collections and to promote among the institutions of the University a common policy on record management and archive preservation.

Formal recognition should be given to the Standing Conference of Librarians of Libraries of the University of London (SCOLLUL) as an Advisory Committee of the Libraries Council.

A joint committee of the Libraries Council and the Audio-Visual Centre should be established to co-ordinate the development of audio-visual collections among the libraries of the University.

In the interests of economy, it should be the policy of the University to secure conditions for the development of co-operative storage in the Depository Library on a much larger scale than in recent years. The obstacles to the ready acceptance of the principle of co-operative deposit must be removed. There should be a daily van-service to the Depository Library, telex communications, and photocopying facilities. The staff of the Library should be increased and the building of its third phase given high priority.

The absence of any central library authority within the University has made it difficult to co-ordinate fully the policies and activities of the libraries within the University with those outside it in the London area. The Libraries Council should establish a regular channel of communication with the British Museum Library (eventually, the British Library) to ensure the closest co-operation between them. Discussions with the Board of the British Library should be initiated in due course on the possibility of an enhanced national role for some of the libraries of the University, in particular those of the London School of Economics

and of the School of Oriental and African Studies; and the case should be considered for a bibliographic computer centre in London serving the University as well as the British Library, including the British National Bibliography.

Similarly, the Libraries Council should secure a closer relationship between the University libraries and other specialized research libraries in the London area. This can best be done by inviting them, in appropriate instances, to membership of the proposed subject committees. The Council should also enter into an enquiry with the Association of London Chief Librarians on the questions of student use of the public libraries and of the extent of the interaction of the public and University libraries generally, and it should be one of its functions to promote formal discussions with the libraries of the new universities, polytechnics and other institutions of higher education in the London area, as the size and range of these libraries increase.

The Libraries Council should play an advisory role in relation to the staffing of libraries. There should be a greater degree of standardization in the grading and remuneration of library posts at all levels, including ancillary staff, throughout the University. For senior posts the common standard should be equivalence with academic teaching grades. The Council should undertake the formulation of a systematic description and classification of the whole range of duties attached to library posts in order to furnish institutions with a guide in the assessment of gradings.

Posts of librarian in the professorial range and Reader's grade should be accorded a status equivalent to that of University Appointments in so far as participation in University affairs is concerned, and such librarians should be eligible for nomination to the Senate and its standing committees.

The Libraries Council should promote staff interchange and secondment between the libraries of the University, courses for library staff at all levels, and opportunities for members of the staff to improve their academic, professional and other qualifications.

The overall responsibility for the work of the Libraries Council should reside in one Higher Officer of the University under some such title as Director of Central Library Services. The Director should have two highly qualified deputies, for the administration respectively of the University Library and of the other central library services. The first of these posts might involve some adjustment of the staff structure of the University Library, while

the second would be a new appointment in the professorial range. Other appointments would, of course, be required to provide for the general and special activities of the Council, for the Depository Library, and for the Central Information Service. The Central Information Service would need a Senior Information Officer in the Deputy Librarian Grade and a team of five Information Officers, to be built up during the quinquennium 1972-77.

The cost of these proposals for the first year of the quinquennium is estimated to be £91,500. This includes £50,000 for the Council's central fund, which would be passed on as earmarked grants to libraries of the University. Of the remaining £41,500 by far the greater part would be used to obviate expenditure by individual institutions (by means, for example, of the Central Information Service) or to provide them with better facilities (as by the provision of union catalogues). The money must be found, however, not by curtailing library grants to Colleges, Schools and Institutes, but by an increased expenditure on libraries in general.

Over the five years 1965-70 the proportion of total University expenditure devoted to libraries was virtually constant at 3.3 per cent, showing a remarkable stability in the absence of any control mechanism. Even allowing for the rich library resources of the London area, this figure is too low. The present national average is 4 per cent. This would not necessarily be adequate; but if the proportion in London were increased from 3.3 per cent to 4 per cent, the estimated cost of the Libraries Council's activities would account for less than 20 per cent of the increase, and more than half of this would be applied to expenditure on books and periodicals in the libraries of the University. A higher proportion of total University expenditure should be allocated to libraries.

The following points are crucial for libraries in the quinquennium 1972-77:

(a) a precondition of maintaining, let alone improving, the efficiency of library services in the quinquennium 1972-77 is the achievement in real terms of the 20 per cent increase in library expenditure by 1972 indicated by the University Grants Committee in its Memorandum of Guidance for 1967-72;

b) account must be taken of the fact that the increase in the price of books and periodicals has far outstripped the general increase in prices;

(c) the University Grants Committee should be asked to consider whether means can be found to provide promptly for increases in book grants to match increases in the prices of books and periodicals;

(d) Major advances are to be expected in the modernization and computerization of library operations, and it is essential that libraries should be able to keep pace.

I

THE LIBRARY RESOURCES OF THE UNIVERSITY AND OF THE LONDON AREA IN GENERAL

I. THE LIBRARIES OF THE UNIVERSITY

1. The library facilities of the University of London are rich, diversified and complex.

2. The complexity arises from the historical evolution of the University and from its structure and constitution. It began, in 1836, as a mere examining body appointed by the Crown and with no library of its own at all. It has become a great federal organization, embracing more than sixty Colleges, Schools and Institutes, some of which, like Birkbeck College, King's College, the Royal Veterinary College, University College and a number of the great medical Schools, are older than the University itself.

3. These institutions differ in size, function and the degree of their autonomy. A number of them, seventeen in all, are grouped together on the central University site, an area of 35 acres lying between the Euston Road and the British Museum, and eighteen others are within a mile of this area. The rest are widely dispersed. Two are outside the boundaries of Greater London, and one, indeed, is outside the British Isles. They fall into three main groupings. First are the general Schools or Colleges, teaching both undergraduate and postgraduate students in a number of faculties and subjects, and some of them the equivalent in size of autonomous universities elsewhere. The second category is that of the special Schools or Colleges, such as the London School of Economics, the School of Oriental and African Studies and the Imperial College of Science and Technology, which are also concerned both with undergraduate and postgraduate studies, but limit their teaching to a group of related subjects in one or more faculties. The thirteen medical and dental Schools may also be included in this category. The third grouping consists of the postgraduate Institutes in the Faculties of Arts and Laws, the Institute of Education, the Institute of Computer Science, and the associated Institutes of the British Postgraduate Medical Federation. All of these are either primarily or exclusively institutes of advanced study distinct and separate from departments in the University's Colleges and Schools.

4. There is a fourth category of institutions – institutions of higher education, ranging from colleges of technology to colleges of education and colleges of music, some of whose teachers have been recognized by the Senate as Teachers of the University. The London Graduate School of Business Studies, one of the two business schools in the country, is a special case within this category. But, though associated with the University, these bodies do not form part of its structure. Such of their students, however, as are studying under a Recognized Teacher may sit, as internal students, for the degrees of the University and are entitled to use the University Library. So also are the very large number of external students who, since 1858, have been entitled to present themselves, under defined conditions, for examination by the University and to obtain its degrees.

5. In 1969-70 there were 35,037 students registered at the Colleges, Schools and Institutes of the University and a further 3,514 registered for its degrees and diplomas at institutions with recognized teachers. The number of external students *in the United Kingdom* registered for a first degree or diploma examination in 1970 amounted to 21,464, and the total number of external students to 35,198.

6. These figures indicate the order of the demand, actual or potential, by the University's own students upon its library resources. There is also, of course, a continuous demand by the teaching staff[1] and by scholars both from other universities in the United Kingdom and from abroad. To meet these demands each of the Colleges, Schools and Institutes has its distinctive library provision. In addition the University maintains its own central library, housed in the Senate House, and, since 1961, a Depository Library at Egham, available both for the private and the co-operative storage of books which the libraries of the University are unable to house in their own buildings.

7. Between them these libraries contain some five million volumes. Their richness and variety reflect the richness and variety of the research and teaching institutions which they serve. It is a measure of this richness that, in a city which contains the British Museum Library (including the National Reference Library of Science and Invention) as well as many other famous collections, at least three of the University's libraries, those of the London School of Economics, the School of Oriental and African Studies and the London School of Hygiene and Tropical Medicine, are themselves to be regarded as national libraries and that the unique

1. The number of full-time teachers in grant-aided Schools and Institutes of the University in 1969-70 was approximately 6,500.

quality of others, such as those of the Warburg Institute and the Institute of Historical Research, is recognized by scholars throughout Europe and America.

8. Table I lists the libraries of the University, its Colleges, Schools and Institutes (excluding the fifteen Institutes of the British Postgraduate Medical Federation), and gives the number of volumes each contains, the seats available to readers, and the annual expenditure (as of 1969-70). Some details of the fifteen libraries of the Institutes associated in the British Postgraduate Medical Federation are listed separately in Table II. The libraries of Schools not in receipt of grants from the University Grants Committee appear in Table III. Since the University Library is open to all internal students, all external students, and all graduates, Table IV gives, for this institution, the number of readers holding tickets in each category. (See pages 18-22)

9. The University Library, in the words of the Parry *Report* on Libraries, 'is a general reference and lending library, which supports the college libraries, and acts as the main library in subjects outside their fields for the special libraries and as a centre for bibliographical information'.[2] It also serves all internal and external students, all members of the academic and administrative staffs and all London graduates.

10. There is no specific mention of the University Library before 1846; it was not formally opened to readers till 1877; and in 1900 it still contained only about 30,000 volumes. It is now the largest library in the University, with some 23,000 registered readers, not all of whom, however, make regular use of their privileges. It houses an Extra-Mural Library of over 142,000 books, available for tutorial classes and extension courses. It has a periodicals room, where more than 5,300 current titles are available, a Music Library, a map collection, a slides collection and a photographic section. It is increasingly being reorganized as a series of open access subject libraries, of which the Palaeography Library and the Music Library are already notable examples; and it holds a number of important special collections, including the rich and splendid Goldsmiths' Library of Economic Literature and the great Sterling and Durning-Lawrence collections on English literature. The library is strongest in the fields of the humanities; it is much less strong in those of law, science and technology.

11. The University Depository Library, in the grounds of Royal

2. University Grants Committee, *Report of the Committee on Libraries* (HMSO, 1967), para. 74.

Holloway College at Egham, twenty-two miles from the central University site in Bloomsbury, provides space for some 515,000 volumes, together with a librarian's office, a catalogue and a reading room, and is capable of extension to house at least two million volumes. Primarily it is a book store, available to all the libraries of the University either for private deposit or for co-operative storage. Its inception in 1961 marked an important stage in the long-term co-ordination of the stocks of the University's libraries.

12. The libraries of the general Colleges are, for the most part, older, as effective working libraries, than the University Library itself, and one of them, that of University College, which opened in 1829, is of comparable size. It has benefited from a large number of gifts and bequests; it is rich in special collections, as, for example, the Mocatta Library of Anglo-Jewish history, the Bellot Library of American history and a complementary library of Latin American history, the Ogden orthological library, and the Dante collection; a number of libraries belonging to learned societies, such as those of the Folk-Lore Society, the Huguenot Society, the London Mathematical Society, the Royal Historical Society and the Bibliographical Society, have been either presented to or deposited in it; and it holds important collections of manuscripts. King's College Library, though far smaller, has a number of collections, in Spanish and Portuguese literature, in Byzantine and modern Greek studies, in military studies and in theology, which are, or may be ranked among, the most important in London, and in almost every one of the general Colleges there are to be found collections of library material which are special or peculiar to that particular institution. One example is the Dutch studies collection at Bedford College.

13. In general, however, the College libraries exist to serve the needs of their own staffs and students. Their resources differ according to their size and history and the range of subject-fields which the Colleges themselves embrace. Some have been able to build up important research collections, others have not. But all aim to supply, as far as possible, the basic needs at least of their undergraduate population, and the larger Colleges those of their postgraduate students also. No single library, in a federal university whose colleges are dispersed over a wide area, could meet these demands, and the existence of the College libraries is thus not merely a matter of history and tradition; it is one of necessity.

14. Just as the libraries of the general Schools or Colleges exist in the first place to serve the needs of their own students and staffs, so do those of the special Schools. There is, however, a difference

in kind between the libraries of the general Colleges and those of the special Schools, in that the libraries of the special Schools have been built up to provide, in depth, for highly specialized teaching and research. The libraries of the medical Schools, the post-graduate medical Institutes, the Royal Veterinary College (1791), the School of Pharmacy (1842) and the London School of Hygiene and Tropical Medicine (1905) are dealt with in a separate chapter of this Report. Here it is only necessary to note that there are thirty-two medical libraries within the University, and that some of these, as, for example, that of the Royal Veterinary College, contain collections of great historical as well as of contemporary medical interest. The libraries of the other special Schools differ markedly in size and significance.

15. The library of the London School of Economics, now known as the British Library of Political and Economic Science, was established in 1896, a year after the School itself was founded and four years before its admission as a School of the University. It is one of the largest libraries in the world exclusively devoted to the social sciences – economics, political science, sociology, commerce, law, social, economic and international history, public administration and the like. Its holdings of United Kingdom government publications are outstanding. Since 1903 it has received systematically all United States government documents, and it is rich in statistical materials, bank reports and relevant periodical literature from all parts of the world. Its subject catalogue is published as *A London Bibliography of the Social Sciences.*

16. The library of the School of Oriental and African Studies was formed originally from the oriental books previously belonging to the London Institution for the Advancement of Literature and the Diffusion of Useful Knowledge (1807), whose premises were taken over by the School on its foundation in 1916; by donations from the India Office, the British Museum, and private persons; and by transfers of books from the University Library, University College and King's College. Expanding steadily and in the last quarter of a century rapidly, it now operates fully as a national library in the field of Asian and African studies, is available to all serious students, and lends its books generously. Besides its notable collections of slides and photographs, its works on Chinese and Far Eastern ceramics and art, and its valuable early printed books and manuscripts, its purview extends in some instances beyond the boundaries of Oriental and African studies themselves. Its Department of Phonetics contains, for example, a rare collection on Amerindian languages.

17. The Imperial College of Science and Technology, established in 1907, is a federation of three institutions – the Royal College of Science (1845), the Royal School of Mines (1851) and the City and Guilds College (1884). Its central library, the Lyon Playfair Library, is in no way commensurate with the size of the College. But the building which houses the Lyon Playfair Library houses also the Science Museum Library (a department of the Science Museum), and this is at once a national reference library and the main research library of Imperial College. The two libraries, though independent of each other, are nevertheless closely associated, and it is intended to develop the Science Museum Library as a reference library of the history of science and invention and for the provision of specialist services for the staff of the Science Museum, while the Lyon Playfair Library, taking over a large part of the stock of the Science Museum Library, will provide for the scientific reference requirements of the Museum itself.[3]

18. Wye College, an ancient secular foundation, became an agricultural college in 1893 and a School of the University in 1900. Fifty miles from the central University site, it provides an extreme example of the need for a high degree of self-sufficient library provision.

19. The postgraduate Institutes of the University, other than those brought together in the British Postgraduate Medical Federation, are all, with the temporary exception of the Courtauld Institute of Art, situated on the central University site, close to one another and to the University Library. Together with the University Library they contain over one-and-three-quarter million volumes, as compared with nearly three million in the other libraries of the University, and they provide over 1,500 readers' places. The libraries of these central institutions, therefore, all of which are activities of the Senate and dependent upon it, constitute an important central resource and an enormous capital asset.

20. There are thirteen of these central Institutes. The prototype was the Institute of Historical Research, founded in 1921 as a centre for postgraduate research work in history and built up by means of a series of seminar libraries equipped with books containing or describing the main sources of medieval and modern history, British, European, American and Latin American. The Institute has a stock of some 100,000 volumes. It is housed within the Senate House building, is contiguous to the University Library and has a separate access to it. Undergraduates are excluded from

3. *The British Library* (Cmnd. 4572, HMSO, 1971).

it save in special circumstances. But it is open to, and is extensively used by, teachers and research students from other universities from all parts of the world, more particularly from universities in the United Kingdom, the United States of America and the countries of the British Commonwealth.

21. Like the Institute of Historical Research, the Institutes of Advanced Legal Studies, Classical, Commonwealth, Germanic, United States and Latin American Studies are all postgraduate institutions and all concerned with research and teaching in the humanities and in social studies. But there are significant differences between them.

22. The Institute of Advanced Legal Studies (1948) not only possesses the main research collection in law in the University, it aims at being 'the focal point for legal research in the United Kingdom'. It publishes the *Index to Foreign Legal Periodicals;* it has been responsible for a number of union catalogues of legal literature in British libraries; and, with a stock as large as that of the Institute of Historical Research, its holdings of such literature for the British Isles, for the British Commonwealth (other than India, Pakistan and Burma, which are the responsibility of the School of Oriental and African Studies), for the United States and for the countries of western Europe are extensive.

23. The Institute of Classical Studies (1953) occupies the same building as the Institute of Archaeology, and houses also the Hellenic and Roman Societies. Its library, totalling 40,000 volumes in all, is the joint library of the Institute and of the two Societies and for this reason is both a reference and a lending library. For this reason also, though organized as a tool for all aspects of classical research, it duplicates to a considerable extent the stocks of other libraries in the University.

24. The Institute of Commonwealth Studies (1949), established to promote the 'advanced study of the Commonwealth', is more especially concerned with social studies and recent history, and its library, of some 55,000 volumes, reflects these special interests. It participates in a number of schemes of co-operative acquisition, but because considerable research collections exist elsewhere in the University, at the London School of Economics and at the School of Oriental and African Studies, as well as in other London libraries, it is necessarily increasingly selective both in the type of material it collects and in the areas it covers.

25. The Institute of Germanic Studies (1950) is the sole Institute concerned with the language and literature of a modern European

country outside the Slavonic and East European field. Its library (30,000 volumes) is principally made up of bibliographical and lexicographical material, critical editions of authors, and early editions of German classical and romantic writers.

26. The Institute of United States Studies and the Institute of Latin American Studies were both founded in 1965. They are housed in the same building. Each has a responsibility to promote and co-ordinate postgraduate work in its respective field and each has a national as well as a university role. But they differ from all other Institutes in that, while each holds a basic reference collection, neither has established or intends to establish a large research collection. Their policy, instead, is to concert the co-operative acquisition of American and Latin American materials within the appropriate libraries of the University. The Institute of United States Studies has established a union catalogue of American materials in these libraries. The Institute of Latin American Studies has, as one of its principal functions, the formation of a union catalogue of Latin American books and periodicals not only in the libraries of the University but in the major libraries of the United Kingdom.

27. Different again from all other Institutes, and differing among themselves, are the Warburg Institute, the Courtauld Institute of Art, the Institute of Archaeology, the School of Slavonic and East European Studies, the Institute of Education and the Institute of Computer Science.

28. The Warburg Institute (1944) had its origin in the library of Professor A.M. Warburg of Hamburg, whose own researches were concerned with the cultural and social context of Renaissance art. Professor Fritz Saxl converted the library in 1921 into a research institute. It was transferred to London in 1934 and incorporated in the University in 1944. Its concern is the history of the classical tradition – those elements of European thought, literature, art and institutions which derive from the ancient world. It possesses a superb photographic collection, the largest of all Institute libraries (153,000 volumes), and a unique place in the world of scholarship. The library of the Numismatic Society has been deposited in it.

29. The Courtauld Institute of Art, the Institute of Archaeology, and the School of Slavonic and East European Studies, which is a University Institute despite its title of School, all engage in undergraduate as well as postgraduate teaching.

30. The Courtauld Institute was founded in 1932 to promote the

study of European art. Its Galleries, with their splendid paintings, sculptures and drawings, are on the University site; and the Institute itself, its library of 33,000 volumes forming the University's main research collection in the history of art, its photographic and slides collections and its two named libraries of reproductions, the Witt and Conway libraries, will ultimately be transferred to the same site.

31. The Institute of Archaeology (1937) has a smaller library (24,000 volumes), primarily designed for postgraduate use, though the Institute now provides instruction for undergraduate work also. Its collections of photographs, archaeological maps and slides add greatly to its strength.

32. The School of Slavonic and East European Studies, originally a department of King's College, became a University Institute in 1932. Its library of 135,000 volumes, though much smaller than that of the School of Oriental and African Studies, is similar in kind; it had a similar origin, since it was founded from books belonging to the London Institution (1807), King's College and private benefactors; and it has undergone a similar rapid expansion since 1945.

33. The Institute of Education, which began life as the London Day Training College in 1902, became an Institute of the University in 1932 and the Area Training Organization for, broadly speaking, the greater London area in 1948. It has, therefore, much wider functions than any other of the postgraduate institutes and comprises thirty-five constituent departments and colleges. These provide for their own library needs. The Institute library itself (130,000 volumes) is designed to meet the needs of postgraduate students and of advanced research. It is, however, a lending as well as a reference library.

34. The Institute of Computer Science was reconstituted in 1964 from the University of London Computer Unit (1957). Its library, small and in the early stage of development, is the only Institute library outside the fields of the humanities, law, education and medicine.

35. All these libraries, to whatever institution of the University they belong, have grown in lusty, or, at least, in unplanned independence. No central authority exists to help in shaping their overall development, to promote co-operation between them and to provide co-ordinating services. This does not mean that there is

no co-operation between one library or another, or between a whole group of libraries, in one or another subject and for one or another purpose. On the contrary such co-operation exists in a multitude of ways (see Appendix I). A number of libraries, for example, divide between them the field of law. Lines of demarcation have been drawn between the University Library and the London School of Economics in the collection of earlier and later economic material, and between the University Library, University College, the London School of Economics and the Institute of Historical Research in that of certain types of historical literature, such as legal history and the history of the United States. In the field of Latin American studies there is even a measure of central control in the allocation of funds to particular libraries for the acquisition of particular classes of material, and a committee of librarians of the libraries concerned to ensure the smooth operation of the scheme. A number of specialized union lists of periodicals has been produced. The medical Schools and postgraduate Institutes practise extensive, if informal, co-operation. Book collections have frequently been transferred from one institution to another, and the University Depository Library, of course, is at the service of all.

36. These are examples of co-operative projects. There are many others (see Appendix I), and the record is admirable. Our surveys of library holdings, moreover, indicate that the degree of duplication of books among the libraries of the University is by no means as great as might have been expected (paras. 102, 279). The major cause for concern is not so much a lack of co-operation in the past as the absence of machinery for concerting and implementing major measures of policy and of collaboration in the future. No one, in the words of the *Report* of the Parry Committee on Libraries, would suggest that the interest of the scholar or the undergraduate, or for that matter, the librarian also, should be made subservient 'to any administrative or organizational demands'[4]. But it is a measure of the need for continuous consultation and co-operation and the more positive co-ordination of library resources that a Standing Conference of Librarians of the Libraries of the University of London (SCOLLUL) was founded in 1955. And as the Cabinet was long unknown to the law of the British constitution, so, sixteen years since its foundation, SCOLLUL is still officially unknown to the University of London.

4. *op.cit.*, para. 78.

II. THE LIBRARIES OF THE LONDON AREA IN GENERAL

37. Rich and diverse as the library resources of the University are, they are but a part of the wealth of resources of the London area in general. Even to list these – the national libraries, the public libraries, the libraries of the government departments, the learned and professional societies, the public and private foundations, the institutions of higher education other than the University itself – would be a formidable task. Here we can only refer briefly to certain kinds of libraries, and to certain individual libraries also, some of which have influenced the course of library development within the University in the past and are likely to influence it still more in the future.

38. First and foremost are the great national libraries themselves, and, pre-eminent among these, the British Museum Library. Members of the academic staff, graduate students and other research workers of the University count themselves fortunate indeed to have on their doorstep the greatest library in the United Kingdom. But this has not been merely a matter of luck. One element in the decision taken in 1927 to remove the central administration of the University, and its library, from South Kensington to Bloomsbury was the presence there of the British Museum. As for the use of the British Museum Library by members of the University, the National Libraries Committee (the Dainton Committee) in its *Report* of 1969 pointed out that 'University staff and research students outnumbered all other users', forming 'over two-thirds of the total readership' in a sample month (April, 1968), and that of this largest group of users 'over one-third were from London University, compared with rather less than one-third from all the other British Universities'.[5]

39. Administered as part of the Department of Printed Books of the British Museum, the National Reference Library of Science and Invention comprises the former Patent Office Library together with the scientific and technical collections of the British Museum Library. It is at present organized in two divisions remote from each other and neither of them adjacent to the Museum. The pending creation of the British Library,[6] of which the British Museum Library will be a part, and, in particular, the promise of

5. *Report of the National Libraries Committee* (Cmnd. 4028, HMSO, 1969), paras. 48-50.

6. *The British Library* (Cmnd. 4572, 1971). The British Library will consist of the British Museum Library, the National Reference Library of Science and Invention (reconstituted as the Science Reference Library), the British National Bibliography, the

the early unification of the National Library of Science and Invention as the Science Reference Library on the Bloomsbury site, together with the transfer of material from the Science Museum to Imperial College (see para. 17), will clearly have important implications for the libraries of the University. We cannot emphasize too strongly how essential it is to establish a regular channel of communication between the University and the British Library in order to ensure the closest co-operation between them.

40. Among other libraries of a national character which have a particular significance for the University, mention must be made of the British Museum (Natural History) Library, the British Library of Art at the Victoria and Albert Museum, the India Office Library and the Library of the Institute of Geological Sciences. We refer to these in a later chapter of our Report.

41. All these libraries, of course, are primarily research and reference collections. The Guildhall Library of the Corporation of London is similar in kind, and some of the London borough libraries also maintain research collections – the Central Music Library in Westminster is an example. The libraries of other boroughs are of particular interest for their local history collections, and some of them are responsible for notable research libraries in very special fields, as, for example, the Keats Memorial Library in Camden.

42. The borough libraries serve the undergraduate as well as the research student. The Camden and Westminster libraries would appear to bear the brunt of student use, partly because of their collections in law and medicine, partly for natural geographic reasons: they are within easy reach of the largest number of University institutions and halls of residence. But the undergraduate population is dispersed all over the London area, and for this far-flung population the borough libraries supply additional reading and borrowing facilities. The traffic, however, is not all one way. Many of the libraries of the University are generous in opening their doors to members of the general public, more especially to persons who are referred to them, for specific purposes, by the public libraries. The University Library alone issued 7,359 day tickets in 1969-70 to persons not entitled to any other form of library ticket.

National Central Library and the National Lending Library for Science and Technology. The National Lending Library for Science and Technology at Boston Spa became fully operational in 1962. Its rapid loan service has had an important influence on library policy within the University. The National Central Library, at present in Bloomsbury, is to be transferred to Boston Spa. Its services, and the inter-library lending facilities based on it, are shared and valued by libraries all over the country.

43. Attempts have been made in the past to establish the extent of student pressure on the public libraries. No clear picture has resulted, partly because of the difficulty of determining what proportion of students were students of the University, partly because of the size of the metropolitan area and the multiplicity of authorities. We have not ourselves felt justified in mounting a complex exercise in fact-finding when the prospect of reaching firm conclusions within the time available to us seemed remote (para. 80).

44. The special libraries of the London area are notable both for their strength and their variety. They range from the libraries of government departments, whose importance and accessibility varies widely, to those of private foundations and trusts, of which the Wellcome Historical Medical Library and Dr. Williams's Library are outstanding examples. They make an immense contribution to the resources available to members of the University.

45. It is not possible to examine here all the categories of libraries which may properly be classified as 'special libraries', let alone to itemize their individual collections. But three of them call for particular comment.

46. London is the headquarters of the great majority of the learned and professional societies, many of which, such as the Inns of Court, the Royal Society of Medicine, the Chemical Society, the Royal Institute of British Architects, the engineering institutions, and the Society of Antiquaries, maintain splendid libraries. Generally speaking, membership of the society is a condition of access to the society's library, and membership is governed, in the first instance, by the possession of appropriate professional or other qualifications. Some societies, however, such as the Royal Anthropological Institute and the Library Association, admit to membership students who are not professionally qualified. Others again – the Royal Institute of International Affairs and the Royal Geographical Society are examples – readily allow the use of their libraries by properly accredited research workers of the University.

47. Clearly the London-based researcher gains enormously from the presence in the capital city of the libraries of the learned and professional societies. Because, moreover, of the increasing cost and difficulty of maintaining large research collections in central London, a number of these societies have entered into mutually advantageous agreements with one or another of the institutions of the University, whereby their libraries have been given free accommodation and services within the shelter of the University and members of the University, in return, given access to them.

Examples of such agreements are those entered into between the Royal Historical Society and University College, the Numismatic Society and the Warburg Institute, the British Psychological Society and the University Library, and the Hellenic and Roman Societies and the Institute of Classical Studies (see paras. 12, 23, 28).

48. In some instances a society's library has been wholly assimilated with that of the host institution; in others its separate identity has been preserved. We welcome either of these arrangements, which have greatly enriched the total resources of the University. It is proper to add, however, that so long as a society's library is subject to withdrawal, however remote the contingency, it cannot be fully integrated with general library policy and some duplication with the University's own resources must result.

49. A second category of special libraries is that of the libraries of industrial and commercial firms. In marked contrast to the situation prevailing in many other university towns, there has been little collaboration between these libraries and those of the University. The principal reasons for this are the presence of such sources of information as the National Reference Library of Science and Invention and the dispersion of the University's own resources in science and technology among a number of widely-separated Schools. The libraries of private firms, banks, business houses and the like, are, of course, frequently consulted by research workers in the University, and the libraries of the University are often made available both for reference and through inter-library loans to research workers in industry and commerce. But the existence of industrial and commercial libraries has had little impact on the development of the stock and services of the libraries of the University.

50. It would be ungrateful not to mention one further category of special libraries — the subscription libraries. Greatest of them all, and unique in the wealth of its resources, the London Library is cherished by many members of the University both as a reference and as a lending library. Through its institutional subscription it is a valuable source of research material for libraries of the University also. Lewis's Medical and Scientific Library and the Law Notes Lending Library, though they do not provide for reference needs, are of great value in supplying copies of books both to libraries and to individual subscribers.

51. Finally, consideration must be given to the libraries of other institutions of higher education in the London area. Until recent years the overwhelming majority of students pursuing courses of degree standard in London were students of the University – internal students in its Schools and Colleges or in institutions with recognized teachers, external students following courses at other colleges or engaged in private study. Students at teacher-training colleges were associated with the University through the Institute of Education and had access to the University Library. The library needs of all these students were thus catered for, to a greater or less extent, by the University.

52. The establishment of the City University and Brunel University, the formation of the Council of National Academic Awards (CNAA) and its approval of a growing number of degree courses, particularly in the newly constituted polytechnics, and the creation of the Open University have radically changed this situation. There has been a great diversification in the provision of degree courses in London and, in consequence, a diversification of academic library provision also. The institution of the Bachelor of Education degree within the University itself is leading to an improvement in the standard of the libraries of the colleges of education, and this, too, constitutes a new element in the library picture.

53. What is the future of this academic library provision to be? So far, the relatively high degree of development of the libraries of the University has called for hospitality on their part to the staff and students of these newer institutions of learning and higher education rather than for the establishment of reciprocal library services. Individual teachers of the recently-founded universities have been given research facilities, and undergraduate and other students library privileges, in some instances beyond those normally accorded to students of other universities. Some discussions, moreover, have been held with departments in the new polytechnics on the future effects of the transfer of external students of the University from London degree courses to those of the CNAA. But there has been little, if any, formal discussion on the possibilities of rationalizing academic library provision in the future, as the size and range of the libraries of the new universities, polytechnics and other institutions increase.

III. A PROPOSED LIBRARIES COUNCIL OF THE UNIVERSITY

54. The Committee of Vice-Chancellors and Principals, in March 1971, invited all universities to consider the possibilities, not only of 'collaboration on a national scale in academic provision', but also of 'local rationalization and co-operation' among libraries. Such consideration and discussion could, of course, and in some instances should, take place between individual libraries inside and outside the University. But there are also broad issues of policy that concern the University as a whole.

55. For this reason, as well as for the even more important purpose of securing the most effective degree of rationalization and co-operation within the federal University of London itself (see para. 36), a central statutory body within the University is required to keep the library provision of the University under continuous review and to make recommendations on library matters to the Senate.

56. We recommend, therefore, the establishment of a Libraries Council as a Council of the Senate, to secure the development of the library resources of the University on the most rational lines, to discuss and recommend measures for co-operation and co-ordination with the library resources of the London area in general, and to have responsibility for the central library services of the University. This responsibility should include the University Library (at present under a Library Committe of the Senate), the Depository Library (at present under a Committe of Management of the Senate), and a range of new services, such as the provision of union catalogues and of information services, that can best be developed centrally. The Libraries Council would not, of course, have direct control over the libraries of Colleges, Schools and Institutes, which must remain the responsibility of the individual institutions and receive their financial support through them. But the Council should have funds at its disposal to stimulate, by relatively small, supplementary, ear-marked grants, the rationalization of library resources.

57. Details of the proposed Libraries Council and its mode of operation are given in Chapter VIII, but the recommendation for its establishment is made here, since it is fundamental to many of the other recommendations that appear in subsequent chapters.

TABLE I

SUMMARY OF RETURNS TO THE UNIVERSITY GRANTS COMMITTEE OF FACILITIES AND EXPENDITURE IN LIBRARIES OF THE UNIVERSITY OF LONDON 1969–70

Institutions	Number of bound volumes 000's	Number of Places for Readers	Total annual expenditure for each Institution £	Percentage of total expenditure of each Institution
Central University	*999*	*600*	*253,392*	*7.0*
Courtauld Institute of Art	33	72	41,162	19.1
Institute of Advanced Legal Studies	100	110	24,732	30.3
Institute of Archaeology	24	48	11,788	7.7
British Institute in Paris—French Dept.	15	50	429	0.7
Institute of Classical Studies	9	46	9,596	27.2
Institute of Commonwealth Studies	55	42	13,234	19.5
Institute of Computer Science	2	22	3,105	1.4
Institute of Education	130	210	47,393	3.9
Institute of Germanic Studies	30	45	6,938	32.4
Institute of Historical Research	98	126	28,214	26.0
Institute of Latin American Studies	1	20	8,393	23.8
School of Slavonic and East European Studies	135	55	27,893	12.2
Institute of United States Studies	1	15	3,085	15.9
Warburg Institute	153	100	55,390	41.4
Sub-Total—Institutes	*786*	*961*	*281,352*	*11.0*
Bedford College	167	348	52,958	3.8
Birkbeck College	127	226	55,727	3.9
Chelsea College	66	247	64,025	3.0
Imperial College	174	1,091	147,057	1.7
King's College	287	846	89,257	3.4
London School of Economics	559	996	194,714	7.5
Queen Elizabeth College	26	110	23,226	2.2

Queen Mary College	147	768	75,101	2.9
Royal Holloway College	104	352	54,912	5.5
Royal Veterinary Colleg	23	97	11,239	1.2
School of Oriental and African Studies	249	223	118,636	8.7
School of Pharmacy	8	64	8,274	1.6
University College	604	1,067	191,040	2.7
Westfield College	84	197	45,208	4.5
Wye College	20	72	17,165	2.8
Sub-Total–Schools	*2,645*	*6,704*	*1,148,539*	*3.3*
Charing Cross Hospital Medical School	16	72	15,068	2.5
Guy's Hospital Medical School	42	154	18,804	1.2
King's College Hospital Medical School	15	80	14,526	1.8
London Hospital Medical College	19	140	13,157	1.0
Middlesex Hospital Medical School	17	116	13,744	0.8
Royal Dental Hospital School	4	32	2,040	0.5
Royal Free Hospital School of Medicine	23	83	12,968	1.9
St. Bartholomew's Hospital Medical College	32	300	15,259	1.4
St. George's Hospital Medical School	13	137	12,069	2.6
St. Mary's Hospital Medical School	28	220	9,381	0 7
St. Thomas's Hospital Medical School	30	124	14,924	1.9
University College Hospital Medical School	25	84	7,206	0.8
Westminster Medical School	9	70	6,070	1.1
British Postgraduate Medical Federation	102	483	87,515	1.5
London School of Hygiene	59	98	21,952	2.2
Sub-Total–Medical Schools	*434*	*2,193*	*264,683*	*1.4*
Total-University of London	*4,864*	*10,458*	*1,947,966*	*3.3*

These returns do not provide in all cases a complete representation of library resources and expenditures. Two exceptions may be cited: (a) 'Central University' is not confined to the University Library, but includes under annual expenditure the staffing and some of the costs of the Depository library; (b) the Institute of Classical Studies contains, in addition to the 9,000 volumes shown, the collections of the Hellenic and Roman Societies.

There are many other instances of such imprecision arising from the requirements of the University Grants Committee returns, but the figures given provide a guide to the general size and scope of the libraries. The full version of these returns will appear in *Statistics of Education, 1970, vol. 6, Universities*. Earlier issues of the *Statistics of Education* give comparable figures for previous years.

TABLE II

LIBRARIES OF THE POSTGRADUATE MEDICAL FEDERATION

Facilities, 1969-70

	Volumes (Thousands)	Places for Readers
Royal Postgraduate Medical School	18	120
Institute of Basic Medical Sciences	Shares Royal College of Surgeons' Library	
Institute of Cancer Research[1]	24	30
Institute of Cardiology	2	16
Institute of Child Health	5	50
Institute of Dental Surgery	4	22
Institute of Dermatology	3	17
Institute of Diseases of the Chest	12	25
Institute of Laryngology and Otology	2	30
Institute of Neurology	12	26
Institute of Obstetrics and Gynaecology	1	33
Institute of Ophthalmology	11	33
Institute of Orthopaedics	7	29
Institute of Psychiatry	24	60
Institute of Urology	1	22
	126,000	*513*

1. The Institute of Cancer Research is not grant-aided and is therefore not included in the returns of the University Grants Committee.

TABLE III

LIBRARIES OF SCHOOLS NOT IN RECEIPT OF GRANTS FROM THE UNIVERSITY GRANTS COMMITTEE

Library Statistics

	Volumes (Thousands)	Places for Readers
King's College: Theological Department	Library incorporated in Kings College Library	—
New College	32	36
Richmond College	15	12
Lister Institute of Preventive Medicine	10	10
Heythrop College	150	144

TABLE IV

ANALYSIS OF READERSHIP OF THE UNIVERSITY LIBRARY, 1969-70

There are three types of Library ticket:

(a) *Permanent tickets,* issued to Appointed Teachers of the University, Senior Administrative Officers and Members of the Court. No figure is available for those in this category using the Library in 1969-70.

(b) *General tickets,* renewed annually, can be analysed as follows:

Academic staff (excluding those entitled to special permanent tickets)	898
Internal students (postgraduate)	3,971
External students (postgraduate)	163
Internal students (undergraduate)	6,162
External students (undergraduate)	2,859
Students of Colleges of Education	724
Extra-mural students	295
Administrative staff	350
Members of Convocation	2,959
London University Graduates (not members of Convocation)	356
Others	435
Total	*19,172*

(c) *Reference tickets,* issued to members of staff and research students of other institutions of higher education and to other research workers.

Total *2,614*

II

PROVISION FOR UNDERGRADUATE STUDIES

(WITH SOME REFERENCE TO EXTRA-MURAL AND POSTGRADUATE STUDIES)

I. INTERNAL UNDERGRADUATES

The Role of the College Library

58. The first allegiance of the internal undergraduate in London is to the School or College of which he is a member. Schools and Colleges differ in size, in the range of disciplines they cover, and in their distance from the University's central site and from each other. But, small or large, near to the central services of the University or far from them, the Schools and Colleges live a life of their own, displaying some of the characteristics of independent universities. And, just as the loyalty of the undergraduate is given first and foremost to his School or College, so the libraries of these institutions, whatever their size and quality, recognize a primary responsibility to their own students and staff. The quasi-independent character of the London Colleges, their geographical location, together with the very large number of their students, all make it impracticable for the University to provide centrally for the library needs of its undergraduate population. Schools and Colleges, we think, should be mainly self-sufficient in the provision of books for their undergraduate members.

59. But no College library caters for undergraduates alone, nor should library provision for undergraduates be too sharply distinguished from that which is made for advanced study and research. It is not enough to ensure that the undergraduate has access to prescribed and recommended books. He must be 'exposed' to his subject, able to grasp for himself its breadth and its depth, and able to browse at leisure among the library shelves. This is an important part of a university education, and it is undesirable, on academic and intellectual grounds, that books provided for undergraduates within a College library should be divorced from the working research collections in the same subject. There is an undoubted advantage to be gained from the organization of the library's resources in open-access subject libraries each corresponding to a recognized academic discipline,

and, apart from 'reserved' collections, the undergraduate should have the use of them all. Because, moreover, a university education does not consist merely in the passing of examinations or in 'continuous assessment', a College library should seek to provide for the wider needs of the undergraduate, and not solely for the demands of his academic curriculum. The Shaw Library of general literature at the London School of Economics, the R.C. Trevelyan Library at Birkbeck College, and the Haldane Library at Imperial College are examples of such provision.

The Role of the University Library

60. While the School and College libraries rightly aim at a high degree of self-sufficiency in providing for the needs of undergraduates, the University Library supports and supplements the College libraries; it affords access to a large range of materials not available in the libraries of the special Schools; and for the students of the smaller Colleges it fills a real need in giving them the freedom of a large library.

61. All internal students, and all external students also (paras.83-90), are entitled to use the University Library, and the demand upon its resources is heavy (see Table IV). Student numbers are still rising, and there is pressure, too, from the expansion in fields of study. But the figures for loans over the past three years have remained static—129,406, 127,961, and 127,858. We believe that this reflects, not a levelling-off in demand, but an inadequacy of supply, which could only be overcome by a more extensive duplication of copies of books in demand, and a shortening of the period of loan. These measures would require greater financial resources than are at present available. We think that both are desirable but that they should be considered in relation to a change in the role of the University Library.

62. The Library has adopted a policy of grouping a major part of its resources in open-access subject libraries. This policy, which is being increasingly applied, has been generally welcomed. There is a strong feeling, however, both in Boards of Studies and among individual teachers, that the value and use of these libraries would be still further enhanced if the collections themselves were 'tied' collections. School and College libraries generally permit their books to be borrowed, and it is a frequent complaint among undergraduates that the books they need are out on loan both from their College library and from the University Library. We believe that the library provision of the University as a whole would be greatly benefited if in one central library the under-

graduate could be reasonably certain that the books he needs were always available for consultation. We recommend that the University Library should progressively become a reference library primarily, and only secondarily a lending library, providing a loan service mainly by the duplication of copies.

63. The corollary of this recommendation is the provision of more generous accommodation for readers. Even in present circumstances, this accommodation is no more than adequate. Some evidence, indeed, has been presented to us to suggest that undergraduates are discouraged from using the Library by the difficulty not only of obtaining books but of finding seats. In any event, the space for readers is far short of what will be required to meet the expanding needs of the nineteen-seventies; and if the Library is now to function primarily as a reference library, whose books must be consulted in the Library itself, the number of seats for readers should be greatly increased. We recommend that more seats for readers be provided in the University Library.

64. A further, but related, problem is that of the hours during which the Library should remain open. At present it closes at 9 p.m. on an ordinary working day and at 5.30 p.m. on Saturdays. It is not open on Sundays. Birkbeck College, which is next door to the Library and whose undergraduate members mostly attend the College in the evening, has specifically recommended that the usual closing hour should not be earlier than 11 p.m. Many university libraries in the United States of America and Canada remain open to an even later hour. They open also on Sunday afternoons, and Sunday opening is practised by certain libraries in this country. In London, where the conditions which obtain in students' flats and lodgings are too seldom conducive to serious reading, the heavy use of the Library on Saturday afternoons is perhaps an indication that many undergraduates, not merely those of Birkbeck, would welcome the opportunity of working in the peace and quiet of the Library late in the evenings – and also, perhaps, at weekends. We are aware of the formidable financial and administrative difficulties involved in such a proposal – not least that the Library has no separate entrance and must be approached through the Senate House. We recommend, nevertheless, that the hours of opening of the University Library be extended, for a trial period at least, both in the evenings and on Sundays.

65. Two further suggestions have been made to us. The first is for the establishment of undergraduate reading rooms on the central site, but outside the University Library, equipped with books, provided with supervisory, though not necessarily professional

staff, and kept open both in the evenings and at the weekends. The second is that quiet study accommodation should be found, also on the central site, where undergraduates could bring their own books to read but where no others would be provided. We do not favour either of these proposals. Site values in Bloomsbury are extremely high; there is intense competition for space; and if reading rooms for undergraduates are to be established they should be, we think, inside the University Library and not outside it.

Inter-collegiate Arrangements

66. It has been customary to allow undergraduates from one College, who are attending classes in subjects mainly or wholly taught at another, the free use of the relevant library resources of the College they are visiting. This is an important privilege, and one that it is essential to maintain. One of the most impressive features of the University in the past has been the willingness of Schools and Colleges to share their teaching and library resources. The 'History School', for example, with its great variety of 'optional' and 'special' subjects, has derived perhaps its greatest strength from the inter-collegiate character of its teaching. The growth of student numbers, however, has meant an increasing pressure on readers' places in College and School libraries. To relieve this pressure, in so far as inter-collegiate students are concerned, we recommend that all Colleges should provide in their own libraries the basic texts and prescribed books required by those of their students who are attending classes in subjects taught elsewhere, but that they should not, of course, attempt to build up comprehensive collections in these subjects. Inter-collegiate teaching implies the fullest use of the special resources of a particular library, not their duplication.

67. Given that College libraries are essentially self-sufficient in the provision of books for their own undergraduates, that the University Library supplies a reference collection and a supplementary loan service, and that the facilities for inter-collegiate students are maintained, we do not think that undergraduates should have a general right of access to all School and College libraries. Access should be given to them for reference purposes in particular subjects on the recommendation of their teachers.

Library Provision in Law

68. Four Schools – King's College, the London School of Economics, Queen Mary College and University College – provide

undergraduate teaching in law. Formerly this was done on an inter-collegiate basis and there was a *de facto* specialization in the various branches of law in the libraries of the Schools concerned. Partly because of the rise in student numbers, these inter-collegiate arrangements no longer obtain, and it is now generally agreed that in law, as in other fields of study, each College must provide the literature necessary to support its own undergraduate teaching. The recommendations of the Committee on Legal Education (the Ormrod Committee)[1] that there should be an all-graduate entry into the legal profession carry with them the implication that the numbers of law students will increase. Should there be an expansion of numbers in the Colleges of the University, this would justify an even more comprehensive coverage of legal literature in each College library.

69. Legal literature is notoriously expensive. Law books, moreover, are usually large and occupy a great deal of space. Students need to refer to them constantly. They necessarily spend a high proportion of their time in their libraries, and for this reason, they, too, like the literature they consult, demand a great deal of space – more, we are informed, than the students of any other subject. We draw attention, therefore, both to the financial and to the accommodation problems which confront the College law libraries.

70. It has been suggested to us that a central undergraduate law library should be established in the University. In our opinion such a library would be unlikely to replace the law collections in the College libraries and would never be more than supplementary to them. The law collection in the University Library, we think, serves this supplementary purpose (as well as the demands of external students) and would do so more effectively if it were developed and organized as an open-access subject library. We recommend that a subject library in law be organized in the University Library.

Reference Books, Multiple Copies, Library Use

71. It is the duty of a College library to provide reference copies of all books prescribed for undergraduate reading. It should also provide multiple copies of standard books and monographs required by large numbers of students. This is the more obviously important in subjects such as law and medicine, where many of the basic works are so expensive that undergraduates cannot be

1. Cmnd 4595, HMSO, 1971.

expected to buy them for themselves. But multiple copies of important monographs are required in arts subjects generally. Nor should it be forgotten that prescribed books for one course are often recommended, or background, reading for another. We commend the practice adopted by some libraries of ordering an additional copy of any particular book so soon as two or more students have asked for a copy which is on loan to be reserved for them.

72. When multiple copies of books are provided, at least one should be for reference only and therefore always available for consultation.

73. A sudden demand by a group of undergraduates for a particular book or books is embarrassing to the library and frustrating to the undergraduate. Teachers, perhaps, are not always sufficiently aware of this, when setting students' essays or beginning a group project. We think that much time and trouble could be saved if reading lists for lecture courses and for vacations were circulated, as a matter of routine, both to the College library and to the University Library well before lectures or vacations begin; if essay topics were notified to members of the library staff in time for them to anticipate an impending demand by recalling books on loan or ordering additional copies; and if each academic department established close liaison with the appropriate department of the College library.

74. Undergraduates often need to consult for short periods articles in learned journals which are in short supply or which the College library does not hold. This difficulty would be greatly eased if, as recommended by the Committee on Libraries of the University Grants Committee, the copyright legislation governing the supply of photocopies by libraries were amended.[2] We endorse this recommendation.

Book-buying by Undergraduates

75. The maintenance grant to undergraduates includes a notional allowance for the purchase of books, instruments and materials. We have not had time to make any thorough examination of the extent to which undergraduates in London spend this notional grant. But we carried out a sample survey in three Colleges: at University College, as a large College with Dillon's University Bookshop on its doorstep; at Queen Mary College, as a medium-

2. *Report of the Committee on Libraries*, para. 496.

sized College remote from the central University site but with a branch of Dillon's Bookshop on its campus; and at Westfield College, as a small College distant both from the central site and from all academic bookshops.

76. Our enquiry, addressed to a group of first-year undergraduates in various departments, made no claim to statistical reliability. But we are satisfied that it indicated a reasonably high average expenditure, a number of undergraduates spending more than their notional allowance, and a number, of course, considerably less. We found no marked difference in the level of book-buying by arts students and science students. Nor did it appear that the presence or absence of a bookshop near a College greatly affected these habits. Nevertheless, we remain firmly of the opinion that the presence of a bookshop is an amenity much to be desired.

77. We share the view, which the National Union of Students has expressed, that more guidance could with advantage be given to undergraduates by members of the academic staff in the selection of the books they should buy.[3]

Libraries in Halls of Residence and Students' Unions

78. We think that halls of residence should set aside rooms for private study and that these should be furnished with the basic works of reference that undergraduates need. We suggest that committees of the halls should consult either with the University Library or with the appropriate College library on the selection of these books.

79. Student union societies in the University appear to make little or no provision for books. If the College libraries and the University Library provide adequate resources both academically and more generally, there is perhaps little need for such provision. But, since we have received no evidence on this point from the student bodies, we recommend that the Libraries Council should initiate an enquiry with them.

Other Library Facilities

80. Many undergraduates regularly make use of the reading rooms and lending facilities of the public libraries in London,

3. *Report of the Committee on Libraries*, para. 123.

either because their College libraries are too small or too far from their lodgings, or because they find that the books they require are already out on loan both from their College libraries and from the University Library. It has not been possible to quantify the use of public libraries by students of the University, for reasons which we have already stated (para. 43). Its extent would probably be reduced if the measures which we have recommended for the improvement of the facilities of the University Library were adopted (paras. 62-64). But we suggest that the Libraries Council should enter into discussions with the Association of London Chief Librarians with the object of mounting an enquiry, not only into student use of the public libraries, but into the full extent of the interaction of the public and the University libraries generally, so that joint or co-operative measures may be devised to alleviate difficulties and to rationalize library provision.

81. The library needs of students living away from London are to a considerable extent met during vacations through the arrangements sponsored by the Standing Conference of National and University Libraries. Under these, students from one university are allowed to read in the library of another near their homes. We appreciate, however, that in some instances undergraduates would benefit from the provision of a postal service by the College libraries.

Instruction in the Use of Libraries

82. We commend the practice of giving instruction to undergraduates, at the beginning of their university career, in the use of their College libraries. It is beyond our terms of reference to discuss the methods of such instruction, but we think it should always be designed to cover other relevant resources both in the University and outside it in the London area.

II. EXTERNAL UNDERGRADUATES

83. The problem of library provision for external undergraduates is essentially one affecting the University Library. External undergraduates have no access as of right to other libraries of the University, though external postgraduate students are normally accorded facilities both in School and in Institute libraries. But, in theory at least, all external students are entitled to all the services – reference, lending, bibliographical and photocopying – that the University Library provides.

84. In practice the extent to which these services are available varies according to the student's place of residence. Overseas students are able to use only the bibliographical and photocopying services, since the Library does not lend books abroad. External students in the United Kingdom but living outside the London area can rarely consult the Library for reference purposes, and their employment of its postal lending service, never very widely used, has tended to diminish in recent years for three main reasons: the high costs of postage (borrowers pay the charges in both directions); the short supply of books in great demand (the Library has never pursued a policy of extensive duplication); and the improved facilities available to external students elsewhere (in colleges where they may be following courses, in public libraries, and in the supply of relatively cheap paper-back editions). Only those external students, therefore, who live or work in the London area can avail themselves fully of the services of the University Library.

85. Of the 23,000 registered readers in the Library in 1969/70, 13 per cent were external students, representing about 14.3 per cent of the total of 21,464 external students in the United Kingdom. They accounted for 20 per cent of all books borrowed. Nearly 90 per cent of these external students registered with the Library were undergraduates, and, of the books borrowed by external students, they accounted for 70 per cent.

86. The number of external undergraduates has risen rapidly in recent years. It is probable, however, that the trend will now be reversed. Many new opportunities for students to obtain degrees have been created, by the establishment in 1964, for example, of the Council for National Academic Awards, empowered by its charter to grant degrees to students enrolled in polytechnics and other colleges of further education, and by the foundation in 1969 of the Open University. Indeed, a first report of a committee set up by the Council for External Students to consider the future of the external degree system suggests that by the end of the 1970's it may be quite exceptional for any college which accepts full-time students for degree work to present them for external examination by the University. It suggests also that the principal concern of the external system in the future should be with the private and part-time student, who should be able to obtain a degree in close consonance with that available to the internal student.[4] At present there are about 7,000 home study students registered with the University in the United Kingdom, and about 2,000 overseas.

4. *University of London. The Future of the External System. First Report.* September 1970.

87. Naturally, there can be no abrupt withdrawal of facilities at present enjoyed by external students enrolled in polytechnics and other institutions of further education, and we are convinced that, whatever the final shape of the external system, the University Library must continue to provide facilities for the external student both in the short term and in the long, though the numbers of such students may eventually diminish. We recognize that only those who live or work in the London area can fully avail themselves of these facilities, but we believe it important to affirm the principle that every external student, like every internal student, should have the right of access to the University Library.

88. We have, however, recommended that the role of the University Library as a lending library should be subordinated to its role as a reference library (para. 62). For the external student, particularly for the private and part-time student, this recommendation could have a severely restrictive effect. It is, of course, intended that the Library will continue to perform a lending function, but this will be mainly by the duplication of books already on its shelves. While, therefore, we recommend an enhanced reference function for the Library, we also recommend that the Library, in implementing this policy by stages, should give particular consideration to the needs of external students for borrowing facilities and the extent to which improved or alternative provision can be made.

89. One possible solution to this problem would be the creation within the Library of a special loan collection for external students on the lines of, and even associated with, the existing Extra-Mural Library of 142,000 volumes. Such a collection would need to be separately financed. At present the Library receives no special funds for its services to external students, but the fact that it does cater for them is taken into account in assessing the Library grant. On the other hand it receives special funds from the Extra-Mural Department for the Extra-Mural Library, which provides the books for the University's extra-mural classes. We suggest that a special loan service for external students, in addition to the privileges they already enjoy in the University Library, might be similarly financed through the External Department. We suggest, further, that a combination of a special external student loan collection with the Extra-Mural Library, with appropriate safeguards for the extra-mural classes, would provide a more efficient use of library resources; and we recommend that the Libraries Council should initiate discussions on these matters with

the Council for External Students and the Council for Extra-Mural Studies.

90. In evidence submitted to the Committee on Non-Vocational Adult Education, certain organizations have proposed the establishment of 'area or regional collections' of books to serve the requirements both of all adult education classes and of students of the Open University. It would be natural and logical that external students should share in the use of such collections, and we recommend that the Libraries Council should examine the practicability of extending such facilities, should they be established, to provide for the needs of external students in all parts of the country.

III. EXTRA-MURAL STUDIES

91. Although extra-mural studies are quite distinct from undergraduate studies, the Extra-Mural Library within the University Library can most conveniently be considered here. The activities of the Extra-Mural Department of the University are the most extensive of any in the country and the library built up to support them is the largest of its kind. The fact that this library has developed, by a historical accident, as an activity of the University Library seems to us to have been beneficial. It has resulted in a close co-operation between the Department of Extra-Mural Studies and the University Library in all aspects of library provision for extra-mural students – including the right of these students to become members of the University Library. There has been a flexible interchange in staff between the two libraries, the stocks of which are separately organized; it has been possible to use the books of the Extra-Mural Library, when not required for class purposes, for the benefit of undergraduate students; and for many years shelf space within the University Library, which might otherwise have remained under-used, was fully exploited. There is now an urgent need to re-house the Extra-Mural Library, but we believe that this should be done in such a manner as to ensure the continuance of the present relationship and its possible further development in the ways we have suggested above (paras. 89 and 90).

IV. PROVISION FOR POSTGRADUATE STUDIES AS AN EXTENSION OF UNDERGRADUATE STUDIES

92. We have said that library provision for undergraduates in School or College libraries ought not to be too sharply distinguished from that which is made for advanced study and research (para. 59). There is a further category of students, other than undergraduates and research students, whose numbers have greatly increased in the last five or six years. These are the post-graduate students preparing for the 'taught' Master's degree, in part based on 'course work' and written examinations and partly also, in many instances, on the writing of a short dissertation or extended essay. The number of candidates for this type of degree rose from 495 in 1965/66 to 2,066 in 1968/69, to 2,386 in 1969/70 and to 2,669 in 1970/71. With them may be grouped those postgraduate students who are reading for such advanced qualifications as the graduate certificate in education or one of the several postgraduate diplomas offered by the University.

93. The library needs of these students are in some respects so similar to those of undergraduates that the general principle, that a School or College library should be mainly self-sufficient in the provision of books for its undergraduate members, applies to these students also. The inter-collegiate principle (para. 66) also applies, that when a particular subject, or a particular branch of that subject, is taught at a particular College only, postgraduate students from other Schools or Institutes, who are working with the teacher concerned, should be given access to the relevant subject collection in the College library; and this access, we think, should be a recognized element in the relationship between teacher, library and student.

94. But postgraduate students in this category, in preparing their dissertations or essays, may also need to consult resources for advanced study and research beyond those which are available to them in the libraries in which they normally work. We recommend, therefore, that such students should be given access, as and when necessary, to the books and periodicals they require in the libraries of other Schools and Colleges or of Institutes, either directly, for specified periods, or by making them available on short-term deposit in another library of the University.

95. Clearly, the great increase in the number of Master's degree candidates is likely to impose increasing burdens both on College libraries and on the University Library. We appreciate that the distribution of library resources is associated with the distribution

of teaching resources. We think that the Libraries Council will have an important function to perform in promoting agreement between College libraries and the University Library on the provision of highly specialized books for specialized courses for Master's degrees followed by small numbers of students.

III

PROVISION FOR ADVANCED STUDY AND RESEARCH

I. THE GENERAL PATTERN

96. Provision for advanced study and research is one of the most complex problems with which we are called upon to deal. There is, of course, no hard and fast line between provision for undergraduate studies and provision for more advanced studies, and the introduction of the 'taught' Master's degree, to which we referred in Chapter II, has blurred the distinction still further. Students at every level need to have access to some research collections, and perhaps to individual items in all research collections. In the libraries of the general Colleges and special Schools, as also in the University Library, one kind of provision shades into the other. The libraries of the postgraduate Institutes, on the other hand, are predominantly research libraries, reserved, for the most part, for the use of the graduate student and the mature scholar and limited to particular subject fields. The development of separately organized subject libraries within the University Library, such as the Palaeography and Psychology Libraries (paras. 164, 200), extends the central provision for research to subjects where no Institute library exists. The extent to which a School library should develop its resources to meet the needs of advanced study and research within the School itself must vary widely. But in some subjects School provision is and should be the primary research resource within the University. There is thus a two-tier structure of research provision in the University, one in the sector of the Schools and Colleges, the other in the central University sector, in the Institutes and the University Library.

97. Some of these libraries, in both sectors, have not only a national but an international reputation. They serve the needs of a very large body of the University's own members. But they serve also the world of learning, attracting scholars from all parts of the United Kingdom and from overseas. Their policies on acquisitions should always take account of the presence and availability of the great national libraries and other research collections in London, above all of the British Museum Library. But, as University libraries, they are able to fulfil functions which, by the nature of things, the national reference collections could not fulfil, or could not fulfil so well – a teaching function in the proper ordering and display, for example, of types of research material in open-access subject libraries; an information and bibliographical function; and

the function of providing that immediacy of access to the printed sources, the works of reference and the monographic literature, which is so vital to the graduate student and the researcher. As University libraries also, their collections must be built up in such a way as to ensure that no undue burden is placed by members of the University upon the stock and accommodation of the British Museum Library and other London libraries.

98. As we have already pointed out (para. 19), the postgraduate Institutes of the University, other than the medical Institutes, are all, with the present exception of the Courtauld Institute, grouped together on the central University site, close to one another and to the University Library.[1] All are financed as central activities by the Senate; together with the University Library, they contain over one-and-three-quarter million books, as compared with three million in the other libraries of the University; and most are closely concerned with advanced study and research in the humanities and in area studies.

99. In the sphere of social studies, two of these libraries, those of the Institutes of Advanced Legal Studies and of Education, are pre-eminent in their own special fields, and a third, that of the Institute of Commonwealth Studies, is closely involved. But apart from these libraries and the important Goldsmiths' Library of early economic literature in the University Library, central provision for research in the social sciences is completely overshadowed by provision in the Schools – in the School of Oriental and African Studies and, above all, in the London School of Economics. One of these Schools is on the central University site; the other is not far from it.

100. In science and technology no School library performs the role which the library of the London School of Economics performs for social studies. Nor is there any central provision comparable to that available for the humanities and area studies. With this reservation, the major collections for advanced study and research, in the School sector as well as in the central University sector, are to be found in libraries (including the library of University College) within or near that famous 'learned square mile' in Bloomsbury which contains one of the greatest concentrations of library resources in the world.

101. This said, it must also be said that despite the proximity of these rich research collections one to another, there has been little

1. The British Institute in Paris, though a University Institute, is, of course, in a different category.

co-ordination of the policies of the libraries concerned. This is true even of the central Institutes and the University Library itself. Institute libraries, School libraries, College libraries have all developed independently. Is a closer co-ordination required? Are changes of policy necessary? Is the pattern that has emerged of provision for advanced study and research in the various subject-fields satisfactory? Has it led to a wasteful use of resources?

102. In the course of this chapter we shall make a number of specific comments and proposals in relation to some of these matters. One question, that of 'wasteful duplication', we can deal with at the outset. Though we have not had sufficient funds to conduct a survey in depth, we have made some investigations into the overlap of holdings between the Institute libraries and the University Library. Our findings are tentative (see Appendix II), but we are satisfied that the degree of overlap in the holdings of monographs is far less than is generally thought and is certainly not to be regarded as wasteful. A survey conducted by the Library Management Research Unit of Cambridge University Library, on our behalf, into the question of duplication in current acquisitions (Appendix III) confirms this opinion. There is a *prima facie* case for a higher degree of rationalization in the holdings of periodicals, and further detailed surveys would yield more precise information on this point. But we think that the best way for the Libraries Council to ensure the rationalization of periodicals holdings is by initiating the union catalogue of periodicals which we recommend elsewhere (para. 293). We think also that, so far as monographs are concerned, knowledge of the degree of past duplication among the libraries of the University is far less important than the establishment of measures to ensure, in the future, the widest possible coverage with the essential minimum of duplication in specialized fields; to lead to an agreed policy for the most effective placing of material; and to provide for continuous consultation between the relevant libraries both within and outside the University.

II. A PROPOSED STRUCTURE OF SUBJECT COMMITTEES

103. For these reasons we recommend that the Libraries Council should establish subject committees, where necessary, to ensure the co-ordination of library provision in the various subject-fields. Normally, these committees should be composed of representatives of Boards of Studies, of the libraries of the University more particularly concerned, and of other relevant libraries in the

London area. They should report to the Council on the ways in which to provide for the most effective development and conservation of resources, and they should be entitled to recommend allocations of earmarked funds to promote the rationalization of the collection of research materials. They would be chiefly concerned with provision for advanced study and research, but they should also consider relevant aspects of provision for undergraduates.

104. We recognize that in proposing these committees we shall be increasing the burden borne by some members of the academic and library staff. This can be mitigated by using, wherever possible, existing machinery, as, for example, the library subcommittees of Boards of Studies, by formalizing informal arrangements for consultation between library staffs, and by taking over established committees which in some areas already operate on the lines we propose. To give full effect to the work of the committees it may be necessary to increase the number of subject specialists in some libraries.

105. It is not intended that the committees should involve the most senior members of the academic and library staff, but rather that they should draw on subject specialists and on representatives of Boards of Studies, who would normally serve on no more than one committee. The committee structure should be both economical and flexible.

III. DETAILED CONSIDERATION OF SUBJECT AREAS

106. In the detailed discussion of subject-fields which follows we have adopted in general the framework provided by the structure of Boards of Studies. But we recognize that some important subjects are neglected by this procedure, and that in the ever-changing pattern of research new subjects are constantly arising. We are aware also that we have not referred to all important libraries outside the University.

107. We deal first with those subjects that may be loosely grouped together as the humanities, then with area studies, social studies and science and technology. One subject, medicine, we reserve for a separate chapter.

History

108. History is the subject-field which exemplifies the need for the co-ordination of resources on the widest scale. The archival riches of London, in the Public Record Office, the British Museum, the National Maritime Museum, the India Office Library, and many other repositories, are unsurpassed, and rarely rivalled, anywhere in the world. And the printed collections match the archival. We need only mention, outside the University, the British Museum Library, the Guildhall Library and the great range of private libraries, from Dr. Williams's Library, in the heart of the Bloomsbury complex, to the Wellcome Historical Medical Library on its fringe. Within the University, University College possesses outstanding collections (built up in co-operation with the Institute of Historical Research) in the history of the Americas and the history of London, and houses also such distinguished libraries as those of the Royal Historical Society, the Jewish Historical Society and the Folk-Lore Society. King's College has important collections in the fields of military and colonial history, the London School of Economics in economic, social and international history, and the School of Oriental and African Studies in the histories of Africa and of the Near and Far East.

109. This list could be greatly extended. The Warburg Institute, for example, has magnificent collections for many areas of historical study, and there are important resources in other of the central Institutes, such as the Institute of Commonwealth Studies and the School of Slavonic and East European Studies.

110. The central provision for history, however, is in the Institute of Historical Research and the University Library, in so far, that is, as the history of the United Kingdom, western Europe and the Americas is concerned. The Institute's collections are arranged in a series of seminar libraries each devoted to the history of a particular state or subject and principally composed of printed source materials, bibliographies, guides, works of reference and in series, and the like. It is the function of the University Library to provide the wider monographic literature, and the two libraries divide between them the responsibility for historical periodicals.

111. This is a rational arrangement and should be the more effective because there is a direct communication between the Institute and the periodicals room of the University Library. But there are limitations in practice. So far as periodical literature is

concerned, many United States journals have been transferred from the Institute to the University Library and copies of the Institute's *Bulletin* made available to maintain them by exchange. But there are some 225 current titles to which both libraries subscribe, and both sets are for reference use only.

112. There is no great duplication of monographic literature. But the ready access which users of the Institute need to monographs in the University Library has been hindered by two factors – the dispersed arrangement of historical material in various sections of the Library, and the fact that the Library is a lending library and has been unable to make adequate reference provision of its monographic and other secondary literature.

113. The Board of Studies in History, in a memorandum which is given in full in Appendix IV, has proposed the creation of a 'History wing' in the University Library with seating for at least 200 readers and a 'tied' collection on open shelves of some 250,000 volumes. It recommends also close collaboration between the Institute and the Library, and the establishment of a sub-committee of its own to 'co-operate with the University Library on the general question of "tied" books'.

114. We sympathize with these proposals, but recognize that any development of a 'History wing' on the scale proposed must be a long-term project. We note with satisfaction, however, that the University Library, in line with its general policy of reorganizing its collections into subject libraries, has begun the establishment of a History Library which will bring together on open shelves all the relevant materials for the history of the United Kingdom and western Europe in the Library under the supervision of subject specialists. We recommend that this library should become predominantly a reference collection and that, of books in regular demand, only duplicate copies should be lent.

115. We recommend also that 'reference only' material in the University Library should be deposited, when required for short-term use, in the Institute of Historical Research, and that materials in the Institute should be made available for short-term reference use in the University Library. We believe that arrangements of this kind may lead to a reduction in the number of journals, of works in series and of 'fringe' material at present duplicated in the two libraries to an extent beyond that which seems to be justified.

116. Finally, we think that there should be much closer consultation between the Institute and the University Library on the development of their collections. We recommend that an *ad hoc*

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working party of the two bodies should be set up to review policies and make proposals for a closer working relationship.

117. We welcome the proposal of the Board of Studies in History that a sub-committee of the Board should be established to co-operate with the University Library on the question of 'tied' books. But this, we think, is only one aspect of the much more comprehensive task that such a committee should undertake – the task, that is, of providing for continuous consultation between the relevant libraries within and outside the University.

History of Art and the Fine Arts

118. The main collections in the history of art are in the Courtauld Institute, the Warburg Institute, the School of Oriental and African Studies, the University Library and University College, where the Slade School is the only school of art in the University. They will be brought into close proximity when the Courtauld Institute is able to move to the site adjoining its own Galleries and the Warburg Institute. The Percival David Foundation of Chinese Art, which is administered by the School of Oriental and African Studies, maintains a separate collection on Chinese ceramics, jade and art. Outside the University the British Library of Art of the Victoria and Albert Museum is one of the outstanding special reference collections in the country. The National Libraries Committee has recommended that its future development should be co-ordinated with that of the British Library.[2] We hope that this co-ordination will extend also to the libraries of the University.

119. A measure of co-operation between the University libraries themselves already exists, as, for example, in the consultation which has taken place in the past between the Courtauld and Warburg Institutes and the University Library on the acquisition of expensive materials. But there is no machinery for the development of a concerted policy. We recommend that reciprocal arrangements should be made for the transfer on loan of material for short-term reference use between these libraries, in order to avoid undue duplication of the more expensive periodical and monographic literature – there is a considerable overlap in periodicals (see Appendix II). We think also that some of the specialized research material in the University Library might be transferred to the Courtauld Institute when the Institute moves to its new site and becomes more generally accessible.

2. *Report of the National Libraries Committee*, para. 290.

120. The Courtauld Institute Library is primarily a research library. But the Institute itself is one of the three central Institutes that cater for undergraduates as well as for advanced students.

121. The position of the library of an Institute preparing students for first degrees is somewhat anomalous. Our general view is that the primary responsibility for library provision for undergraduates rests with the individual institution in which they work, but that the library of an Institute should be primarily a research and reference collection. We have expressed the opinion also that the University Library should provide a general collection for students from all institutions – and there is a growing number concerned with the history of art – and that this, too, should become increasingly a collection for reference use only. Where, however, an Institute has a body of undergraduate students, and no general lending policy for the library, we think that the University Library must continue to provide a loan service on the present scale. If this is to be done, there must be a close liaison between the teaching and library staff of the Institute and the staff of the University Library. We recommend that the University Library should bring together its relevant collections in a subject library in the history of art in charge of an experienced art librarian and that this library should be developed in close consultation with the staff of the Courtauld and Warburg Institutes and in conjunction with the Library's existing slides collections.

122. The Board of Studies in the History of Art has recommended the creation of a union catalogue of all art libraries in London. This is too ambitious a project to be entertained at present, but a union catalogue within the University would be of great value. The Libraries Council, therefore, should consider such a project without waiting for the possible development of a computerized general union catalogue of the libraries in the University (see Chapter VI).

History of Science and Technology and the Philosophy of Science

123. The University's principal research collection in the history of science and technology is in University College Library, which includes the Graves early science library. Imperial College has much relevant material, but has relied to a great extent on the Science Museum Library, and will presumably continue to do so, since the Science Museum Library, under the proposals of the White Paper on the British Library, is to become a reference library for the history of science (see para. 17).

124. The resources of the London area in general for the history of science are immense, including not only the British Museum Library but also the libraries of the Royal Society, the Royal Institution, the major professional institutions and the Wellcome Historical Medical Library.

125. The provision made by the University Library is valuable, but secondary. The Library contains many primary sources, mainly books and early periodicals acquired by gift or bequest, such as the Augustus De Morgan mathematical collection and the relevant parts of the Goldsmiths' Library; and it maintains a collection of current books and periodicals relating to the history of science. But this is designed to complement the resources in history rather than to serve specifically as a library of the history of science and technology.

126. The libraries of all institutions concerned with sciences and technology naturally contain material important for the history of the subjects. Much of the current literature will retain an historical value. The problem of its preservation, whether in the libraries themselves, by transfer from one to another, or in the Depository Library, must be kept under continuous review by the Libraries Council.

127. The history of scientific ideas is, of course, closely related to the philosophy of science. The London School of Economics, where the methodology of the social sciences is a strong research interest, has chairs of logic and scientific method as well as of mathematics and computational methods. It is essential to ensure that there should be a clear allocation of responsibilities and a continuous co-ordination of acquisition policies between Imperial College, University College, the University Library and the London School of Economics. The dangers both of unnecessary overlap and unintentional neglect are real.

Archaeology

128. The Institute of Archaeology, like the Courtauld Institute of Art but unlike the Institute of Historical Research, engages in undergraduate teaching. This is a recent development. The balance of work remains preponderantly on the side of postgraduate studies and research. Undergraduates may use its library, but for reference purposes only.

129. Central provision for archaeology is also made in the University Library and in the libraries of the Institute of Classical

Studies and the Warburg Institute. The extent of the overlap in book-holdings is indicated in Appendix II. There are 119 current periodicals duplicated in the Institute of Archaeology and the University Library, 101 in the Institute of Archaeology and the Institute of Classical Studies, and 94 in the Institute of Archaeology and the Warburg Institute. Much of this duplication is essential, to serve widely differing purposes and heavy demands by readers. But there is a manifest need also for close co-ordination in the development of all four collections, particularly in the field of periodicals.

130. The argument we have used with reference to the relations between the Courtauld Institute of Art and the University Library applies equally to those between the Institute of Archaeology and the University Library (para. 121). The library of the Institute should be a research collection. The University Library should discharge the function of providing the basic lending collection for both undergraduate and postgraduate use. We think that the University Library should eventually create a subject library in archaeology under the supervision of a subject specialist and in close consultation with the three Institutes.

131. Apart from these central resources, the libraries of University College (for classical and Anglo-Saxon Archaeology and Egyptology, in particular) and of the School of Oriental and African Studies are of great importance for archaeological research, and to these can be added the enormous resources of the British Museum Library, the Library of the Society of Antiquaries, and other libraries outside the University.

132. There is an evident need for careful co-ordination in the development of all these collections, especially in respect of periodicals and excavation reports.

Classics

133. The central provision for research in classics is in the Institute of Classical Studies, the University Library, the Warburg Institute and the Institute of Archaeology. There are major collections in some of the College libraries. The premises of the library of the Institute of Classical Studies are shared with the Hellenic and Roman Societies, which provide the greater part of the collection, while the Institute is responsible for reference works and standard texts. The whole collection is organized as a joint library planned as a tool for all aspects of classical research.

134. The fact that the bulk of the stock is that of the Societies produces some unique features. It is a lending as well as a reference library and the stock duplicates to a considerable extent the stocks of other libraries in the University. There are 147 current periodicals titles which are also in the University Library, 101 in the Institute of Archaeology Library, 150 in the Warburg Institute Library, and also extensive duplication in the major College collections at University College and King's College. According to the sample survey, which we conducted (Appendix II) but which was, in this field, too limited to be very reliable, nearly half the books, if reckoned by titles, in the combined Institute library are also in the University Library, and over half, if reckoned by volumes. In so far as the library serves the members of the Hellenic and Roman Societies, a relatively high degree of duplication is necessary, but it is desirable to prevent the uneconomical storage of very little used older duplicate materials in high rental areas.

135. The Board of Studies in Classics has submitted a memorandum which is given in Appendix IV. The recommendations of the Board for co-operation and rationalization are in general consonant with our views. There is a particular need for a close co-ordination of policy between the Institute Library, the University Library and the Warburg Institute Library. The possibility of some transfer of material should be entertained, coupled with an arrangement for access to the material in the Institute libraries by properly accredited members of the University, either by admission or by temporary transfer of material. This, with the present policy of the Institutes, should not be difficult to arrange. The establishment of a subject library in classics within the University Library cannot be given the highest priority, but it would be a valuable way of ensuring constant liaison with the Institute libraries.

136. We recommend that senior representatives of the University Library, the Institute of Classical Studies and the Warburg Institute constitute an *ad hoc* working party to discuss and make proposals on the best permanent means of ensuring continuing close liaison between the central libraries concerned with classical studies.

137. Apart from the central provision, the resources of the Colleges for research in classical studies are very strong, as are those of other libraries in London. The collections of University College and King's College are particularly noteworthy, and the resources of the British Museum Library are as great in this as in any field. The extent to which these collections could be ration-

alized, or indeed are in need of rationalization, has not yet been determined. There already exists, however, a Byzantine Library Committee, the Chairman of which has submitted a memorandum, given in Appendix IV.

138. This memorandum indicates that co-ordination in Byzantine studies is both practicable and desirable, and that it could with benefit be applied to the whole field of classical studies. We recommend the early establishment by the Libraries Council of a subject Committee on Classics, under which the Byzantine Library Committee, without losing its association with the British Academy, should function. As regards the proposal in the memorandum for a comprehensive union catalogue of Byzantine material, we think that the Libraries Council should give careful consideration to the possibility of this within the wider context of union catalogues in general (see Chapter VI).

English Studies

139. In English studies there is neither a central Institute nor a separately organized subject library within the University Library. But the University Library's general collections in English language and literature are extensive and important and are reinforced by the Durning-Lawrence Library and the Sterling Library of rare and early books.

140. There are, no doubt, many ways in which these collections could be strengthened. The Board of Studies in English has instanced the texts and criticisms of minor authors and the early texts of major ones, together with American literature, dialect studies, and microfilms of scarce and out-of-print works. But the field is so vast that there should be the closest co-ordination with the resources of the Colleges – more particularly with those of University College – and with the immense strength of the British Museum Library.

141. We strongly favour the creation within the University Library of an English subject library. The space required to accommodate this with adequate reading and seminar provision would be very great, and could be found only if additional accommodation were made available. But such a library would greatly enhance the value and use of the Library's present collections. It would provide a research library comparable in strength with the library of an Institute, and we recommend that it should be established at the earliest possible moment.

Germanic Studies

142. Central research provision in Germanic studies is divided between the library of the Institute of Germanic Studies and the University Library. The library of the Institute is a reference collection containing bibliographical and lexicographical material and critical editions of authors. The Priebsch Collection, comprising first and early editions of German classical and romantic writers, forms a separate unit of the library. The stock is relatively small and only covers German literature. The stated policy of the library is '(1) the collection of primary material, a rigidly selective policy being maintained in respect of secondary material . . . (2) the continued provision of periodicals, especially those known not to be readily available in the University or School libraries . . .'.

143. The Board of Studies in Germanic Languages and Literatures has emphasized the importance of developing this library. On the other hand, opinions have been expressed that the Institute library should be 'amalgamated' with the University Library's collections. The extent of duplication of the holdings of the two libraries is not great – there are 82 current periodicals which are duplicated. But there can be no doubt that 'amalgamation' would greatly rationalize and improve the central research resources in this area.

144. There are, however, serious difficulties in such a proposal. The University Library has to make provision for undergraduate and Master's degree students, as well as for research. The Institute Library is intended for seminar use. Even if space could be found within the University Library for the Institute's collection, there would be the problem of providing seminar accommodation. If, on the other hand, the University Library's research material were transferred to the Institute, the accommodation there would have to be greatly enlarged both for books and readers; and undergraduate students and research workers in other fields would be left with very meagre resources in the University Library. It would appear uneconomic to establish a subject library within the University Library in addition to the Institute Library.

145. We believe that these difficulties are capable of eventual resolution, but meanwhile much closer co-ordination of the policies and work of the Institute and the University Library is required. We recommend that senior representatives of the University Library and the Institute should constitute an *ad hoc* working party to consider the future development of the central research collections in the Germanic field, in conjunction with representatives of the Board of Studies.

146. There are, however, much wider considerations than that of relations between the Institute Library and the University Library. All the general Colleges have departments of Germanic studies, and the research collections in some of these libraries are of the first importance. For example, there is a concentration of Dutch material at Bedford College and University College. King's College and University College libraries have fine German collections and other Schools have collections with some areas of research strength, while the University Library has a Belgian collection containing Flemish material. (Scandinavian studies are dealt with separately, para. 177). But there is no machinery for formal consultation on the development of the library potential of the University as a whole and its co-ordination with the wider resources of the London area.

Romance Studies

147. For Romance studies, as for English studies, there is no central Institute and no separately organized subject library within the University Library. The Library is strong in early French literature and in early Spanish books. But the research resources of the University are dispersed. The Portuguese collection, for example, is confined to King's College, which is the only centre of Portuguese studies. King's College also has the most highly developed Spanish collection and a notable French collection. But there are other Spanish collections at Queen Mary College, Westfield College and University College. University College has distinguished French and Italian libraries, including the Dante collection; there is a complementary Italian collection at Bedford College; and there are other French and Italian collections elsewhere.

148. We have not attempted an overall survey of the University's resources in Romance studies. This, we think, might fittingly be done, by a committee of the Libraries Council. But we consider that the bringing together of the resources of the University Library in a Romance Studies Library would be an important step forward in promoting the rationalizing and co-ordination of the University's resources, and we recommend that this should be undertaken as soon as possible.

Linguistics

149. The largest single linguistics collection, including com-

parative philology and phonetics, is probably that of University College. But there are others at the London School of Economics, supporting its Department of Linguistic and Language Studies, at the School of Oriental and African Studies, whose Department of Phonetics and Linguistics has an interest also in Amerindian languages, and at the School of Slavonic and East European Studies. There is a fairly clear differentiation between these collections, reflecting the different interests of the Schools concerned.

150. The University Library contains a wide range of periodicals and a notable collection of linguistic atlases. But the Library's resources are supplementary to those of the Schools and have been developed mainly for the benefit of research workers in other fields. We see no reason for a change in policy.

Philosophy

151. A Philosophy Library was established within the University Library in 1969, partly in response to a representation from the Board of Philosophical Studies (see Appendix IV).

152. In the opinion of the Board this library should be primarily a reference library – an opinion which we endorse. The Board is also of the opinion that it should be primarily for the use of undergraduates. We accept that there is a case to be made for improved provision for undergraduates in the University Library and we think, also, that though the philosophy collection is strong in certain fields, it cannot be considered an adequate general research collection.

153. Once the principle is adopted, however, that the Philosophy Library should be predominantly a reference library, there is no reason why its range should not be extended to make it into a valuable research tool, complementing the resources in the Warburg Institute and in the College libraries, which are of considerable strength. Close consultation with the College libraries, the Warburg Institute and other libraries in the London area would be required.

Theology

154. The main library provision in theology is at King's College, where the working collection in the subject includes important resources in patristics and ecclesiastical history and is supported

by the Box library of Old Testament and Rabbinic Studies. Byzantine studies are strongly represented in the Burrows library, and these are now being supplemented by a collection of works on the Orthodox Church, built up in collaboration with the School of Slavonic and East European Studies as a result of the creation of joint teaching appointments in the two Schools.

155. Other Schools of the University possessing significant collections in the theological field are the School of Oriental and African Studies, with material on the religions of Africa and the East; Royal Holloway College, with Byzantine material; Bedford College, with the works of the medieval mystics and 17th-century theologians in its Dutch library; the London School of Economics, with material on the relations between church and state in 17th-century France and England and on religious controversies; and University College, with Jewish religious literature in the Mocatta Library.

156. The principal central provision is in the University Library, where Bishop Bell's library forms the nucleus of an important ecumenical collection. The University Library is also strong in patristics and ecclesiastical history, and has acquired several complete parish libraries. Three University Institutes cover particular aspects of theology: the Institute of Historical Research, with material on ecclesiastical history; the Courtauld Institute, with its fine collection on church art and architecture; and the Warburg Institute, with important material on liturgical art and on Luther and the German Reformation.

157. On the periphery of the University are three important libraries, each specializing in a particular branch of theology: the library of New College contains an amalgamation of books from Congregational academies, together with a number of valuable special collections; that of Heythrop College, newly brought within the orbit of the University, is particularly strong in patristics and Roman Catholic theology; and that of Jew's College contains an important collection in Biblical and Talmudic studies and in Rabbinic literature. Richmond College covers the field of Methodist theology, but the College in its present form is being closed, and the fate of its library is uncertain.

158. Pre-eminent among the non-university theological libraries, Dr. Williams's Library is particularly strong in early nonconformist literature and contains the Norman Baynes Byzantine collection. Lambeth Palace Library is an important source for the history of the Church of England, and the library of Sion College is another Anglican library to which members of the Theological

Department of King's College have the privilege of free access. The Evangelical Library contains the writings of the reformers and puritans. The Jesuit Library at Farm Street is now being brought into close association with that of Heythrop College.

159. There are important collections of early Bibles and Liturgical works in the Ethel M. Wood collection in the University Library, the Marsden collection at King's College and the Samuel Newth collection at New College, and substantial collections of pamphlet literature at both New College and Sion College.

160. Although there continues to be informal consultation between these various libraries in areas of common interest, formal consultation exists only in the field of Byzantine studies (see para. 137).

Music

161. For many years the University Library's Music Library was the only research collection within the University, and it has developed great strength in definitive editions, reference books, periodicals and scores, and has a representative collection of gramophone records. It has a separate reading room of adequate size, including listening rooms, but no seminar accommodation.

162. The recent development of music studies within the University has led to the establishment of a Music Faculty Library at King's College. This has been developed, on lines complementary to the University Library's collection, as an instrument of teaching and research in the working environment of a Music Department. The Music Faculty Library, however, is in a somewhat anomalous position in that it is not available to members of the College outside the Faculty. The College library, therefore, maintains a basic music collection as well.

163. No formal machinery for consultation exists, either with the libraries of the Colleges where music studies are developing (King's College, Royal Holloway College and the School of Oriental and African Studies) or with the libraries of the Royal College of Music, the Royal Academy of Music and Trinity College of Music, which, although not Schools of the University, are very closely associated with it both in undergraduate and postgraduate work. Nor is there any formal channel of consultation with the British Museum Library or the Central Music Library of the Westminster City Libraries.

Palaeography

164. In palaeography the University Library has a subject library which is comparable with the library of an Institute. The librarian-in-charge develops the collection in the closest concert with the Professor of Palaeography and the Board of Studies in Palaeography. There is a separate reading room and seminar accommodation.

165. The Board of Studies in Palaeography has remarked that its interests could not be better served 'than by the present rational and economical arrangement whereby the University Library accepts the main responsibility for acquiring (expensive) palaeographical literature for the University, and for providing the Palaeography Room with its expert staff. That the University Library is also willing to allow classes in palaeography to be taken in the Durning-Lawrence Library and occasionally in the Palaeography Room itself is an equally great blessing. The books are there – they form one of the half-dozen best open-access reference collections in the world (including rivals like the reading rooms of the Cabinet des Manuscrits in Paris and the Pierpont Morgan Library in New York); they are admirably catalogued; expert bibliographical advice is always on tap; students and teachers can use the books with the utmost freedom both during and between classes. The Board considers that the partnership that exists between the Library and the University's teachers in Palaeography (and indeed of Diplomatic) is of vital importance in the development of these subjects in the University' (see Appendix IV).

166. The Chair in Palaeography is at King's College, which, as an act of policy, maintains only a small working collection. Although the main body of research material is concentrated in the University Library, there are very important related collections in the Warburg Institute and the Institute of Classical Studies, and also in the Library of University College. (The material in Oriental Palaeography in the University Library and University College has been passed to the School of Oriental and African Studies.) The very great growth in recent years of the publication of catalogues, facsimiles and reprints in this field makes it essential that the acquisition of all important material should, where appropriate, be covered on a co-operative basis. The closest liaison, of course, must always continue with the Library of the British Museum.

Librarianship and Bibliography

167. The only centre for library, archive and information studies

in the University is at University College, and the research collections in these subjects are there and in the University Library. There has been close liaison in the building up of these collections, and this should now be further extended to the Polytechnic of North London School of Librarianship, which prepares students for the External Diploma.

168. The extensive bibliographical collections in the University Library, which complement the collections in librarianship, form one of its major assets. It would be difficult to over-estimate the value of this splendid reference collection, not only to the teachers and students of the University but to the librarians of its Schools and Institutes. It represents, together with the Palaeography Library, an outstanding example of the rational use of scarce resources.

169. Every library, of course, must provide bibliographical collections appropriate to its main interests. There are notable examples at the London School of Economics and at University College, which houses also the library of the Bibliographical Society. But the proliferation of very costly bibliographies, catalogues, guides and indices of all kinds is such that future acquisitions must increasingly be covered on a co-operative basis. This is an area in which we recommend that the central resources of the University Library must not only be maintained but developed.

AREA STUDIES

Oriental and African Studies

170. Nearly all the teaching and research in Oriental and African studies are concentrated in the School of Oriental and African Studies, and there is a parallel concentration of library resources. Hebrew and Ancient Egyptian languages and literature, with the appropriate library collections, are, however, the responsibility of University College, and social studies and history are strongly represented in a number of institutions. So far as history is concerned, a very high degree of rationalization has been achieved, so that the primary responsibility rests with the School; there is a standing arrangement with the Institute of Advanced Legal Studies in respect of legal literature, and an understanding with the Institute of Education over the collection of educational materials. The London School of Economics, the Institute of Commonwealth Studies, and the School each have responsibilities for social studies literature.

171. The growth of area studies courses for the Master's degree in Asian and African studies has brought new problems for a number of libraries, including the University Library and the Institute of Commonwealth Studies, not only in relation to their policies on acquisitions, but in accommodation for readers. Much of the material required is in English and other European languages, and relates to the British Commonwealth. Beyond this, the extent to which the University Library should seek to provide English language material should, we think, be the subject of further discussions with the School library, which will shortly be moving into greatly enlarged accommodation.

172. As the University has recognized, in its submission to the University Grants Committee for the quinquennium 1972-77, the library of the School has long performed the role of a national library in its special field. It is responsible for the national union catalogue of Asian books. It is closely associated with co-operative arrangements (see Appendix I) for the purchasing of materials relating to the Near and Middle East, Central, South and South East Asia, China and Japan, and participates also in the co-operative acquisition scheme of the Standing Conference of Library Materials on Africa (SCOLMA), which allocates to designated libraries the responsibility for collecting in depth materials relating to specific countries or subjects. The University Library, the Institutes of Commonwealth Studies, of Education and of Advanced Legal Studies, the London School of Economics, King's College, and the School of Hygiene and Tropical Medicine also participate in this scheme. The University Library accepted responsibility for material relating to Liberia, Botswana, Lesotho and Swaziland. But since it has no staff expert in this field, we think that both the material collected and future responsibility should be transferred to the School library or to some other library outside the University.

173. The library of the School may be called upon to play an enhanced national role as a reference library within the organization of the national libraries system,[3] and we recommend that discussions with the Board of the British Library should be initiated in due course, with the participation of the Libraries. Council.

3. See the *Report of the National Libraries Committee*, paras 297, 442-446, and the White Paper on the British Library, para. 5.

Slavonic and East European Studies

174. The library of the School of Slavonic and East European Studies – a Senate Institute – is the central research collection in the field of the humanities for the regions specified in its title and in many respects is more analogous to the library of a special School, such as the School of Oriental and African Studies, than to other Institute libraries. For social studies material relating to the Soviet Union and Eastern Europe it supplements the extensive collections in the London School of Economics, which also has the entire responsibility for the coverage of Russian and East European law. The Slavonic sections of both libraries are recorded in the Slavonic Union Catalogue at the National Central Library. The two libraries thus play an important part in national provision generally

175. The University Library has a rudimentary collection of Russian language material, a more extensive one of translated works, and a general collection in East European history, mainly in English and West European languages. By a special arrangement books of the School library may be borrowed by other members of the University through the University Library.

176. Until recently the School provided all the teaching in Slavonic studies both at the undergraduate and at the postgraduate level. The library thus caters for undergraduate needs as well as for the research worker. Serious accommodation problems have handicapped the full development of its stock and services. The future of the School is at present under review by a Committee of Enquiry, and we cannot anticipate its conclusions.

Scandinavian Studies

177. The Board of Scandinavian Studies has submitted a memorandum which we print in full in Appendix IV. We accept this memorandum in its entirety. It is principally concerned, however, with the history, languages and literatures of the Scandinavian countries, of which the chief collections, like the Department of Scandinavian Studies itself, are at University College. They are complemented, in the field of social studies, by extensive collections in the Scandinavian languages on the economics, politics and modern history of Scandinavia, in the London School of Economics. We think that any subject committee established by the Libraries Council or by the Board of Studies to consider the future development of Scandinavian studies should represent the interests of social studies as well as of the humanities.

Commonwealth Studies

178. The Institute of Commonwealth Studies possesses a specialized reference library more particularly concerned with recent history and social studies. Much careful and continuous thought has been given to defining its role in a very wide and developing field, both within the University and in the wider context of the resources for Commonwealth studies generally. We wish to draw attention to two matters only.

179. The first relates to the role of the University Library in Commonwealth studies. No proposal has at any time been made for the establishment of a Commonwealth Studies Library within the University Library. Nor do we wish to make any such proposal. But there is much material of Commonwealth interest in the University Library (which has also accepted some responsibilities under the SCOLMA scheme), and it has recently been under considerable pressure to make more adequate provision, particularly for students preparing for Master's degrees in area studies. This pressure has arisen partly because of the Institute's present accommodation problems, which are caused not only by lack of space, but by the division of its library in two separate and unrelated buildings. Even when this accommodation problem is solved, as it must be, the University Library's role needs clearer definition. We recommend that senior representatives of the University Library and the Institute should constitute an *ad hoc* working party to review policy and recommend proposals for permanent machinery, at a less senior level of library staff, to ensure its continuous implementation.

180. The second refers to the Institute Library's participation in a number of schemes of co-operative acquisition (see also Appendix I). This is of great importance. But there is no formal machinery for the full co-ordination of Commonwealth materials and services within the University itself. In view of the very great importance of the libraries of the School of Oriental and African Studies and of the London School of Economics, as well as those of some of the other Schools and non-University institutions, as, for example, the Royal Commonwealth Society, such machinery should be created.

Latin American Studies

181. The organization of the research collections in Latin American studies has features of special interest. The Institute of Latin American Studies has deliberately refrained from building

up other than a basic reference library. It has sought, instead, to promote a policy of co-operative acquisitions and services within the University as a whole. This policy has been facilitated by the provision of ear-marked grants from the University Grants Committee for the development of Latin American collections. Aided by these grants, the libraries concerned collect research material ... the fields of study in which their institutions specialize – history, for example, at University College and the Institute of Historical Research; literature principally at King's College; politics, economics and sociology at the London School of Economics; law at the Institute of Advanced Legal Studies; archaeology at the Institute of Archaeology; geography at University College; education at the Institute of Education. The University Library has a subject library – the Latin American Library – which aims to make a general collection, with emphasis on bibliographies and reference works and upon certain areas of Latin America. The grants are conditional on a library's acceptance of specific responsibilities and its agreement also on access to its collection.

182. This division of labour is co-ordinated by a committee of librarians of the institutions to which the ear-marked grants have been allocated, and the Librarian/Bibliographer of the Institute acts as its secretary. One of the principal functions of the Institute Library is to provide a union catalogue of Latin American books and periodicals, not merely in the libraries of the University, but also in the major libraries of the United Kingdom; another is to assist the libraries of the University by circulating information about new publications in their fields of interest and by providing a systematic mechanism for consultation concerning subscriptions to periodicals and purchase of expensive items. All this takes place within a general scheme of co-operation for the United Kingdom as a whole (see Appendix I).

183. Should the Libraries Council decide to proceed with a general union catalogue (see Chapter VI), there would be no difficulty in incorporating the Latin American catalogue in this wider enterprise. Nor would there be any difficulty in reconstituting the committee of librarians as a committee of the Libraries Council. It would be strengthened, we think, by members drawn from the British Museum Library and from the Library of the Hispanic and Luso-Brazilian Councils (Canning House), which has an extensive collection on all aspects of Latin American civilization.

United States Studies

184. The research collections in United States studies are organized on lines similar to those for Latin American studies. The Institute of United States Studies holds a basic reference library but follows the policy of assisting in the development of those libraries of the University which already have substantial collections in American subjects. It produces a union catalogue of American studies material in the libraries of the University and certain other London libraries, and has formulated a project, in conjunction with the National Central Library, to extend this, in machine-readable form, to other libraries in the United Kingdom.[4]

185. There are substantial collections of United States materials at the Institute of Historical Research, University College, King's College, and the London School of Economics (see also para. 15 and Appendix I). The University Library has a large subject library – the United States Library – which incorporates the former library of the United States Information Service in London. There is a standing arrangement between these libraries to consult and report on items costing more than $100, the Institute of United States Studies acting as the co-ordinating agency, and discussions on acquisitions policies have taken place. But there are no ear-marked grants for purchases, as there are for Latin American studies, and there is no co-ordinating committee of librarians.

SOCIAL STUDIES

186. The Library of the London School of Economics, the British Library of Political and Economic Science, is, in the words of the National Libraries Committee, 'widely regarded as the world's most outstanding library in its field'.[5] Its coverage is such that its subject catalogue, published under the title *A London Bibliography of the Social Sciences*, is the generally accepted international bibliography in the field. The Library itself has long performed, and must continue to perform, a national role within the organization of the national libraries system, as the University has recognized in its submission to the University Grants Committee for the quinquennium 1972-77. We endorse the recommendation in the National Libraries Committee's *Report*[6] that discussions should be initiated with the British Library on future

4. *Proposals for a Machine-Readable Catalogue of American Studies Material* (Institute of United States Studies, 1970).

5. *Report of the National Libraries Committee*, para. 294.

6. *Ibid.*, para. 297.

co-ordination between the two libraries. The Library makes its collections available, for reference purposes only, to all research workers who need them, whether members of the University or not, but, because of severe limitations on accommodation, in recent years it has done so with great difficulty. We are confident that when the Library is housed in its new premises in the mid-1970's the present problem of overcrowding will be overcome, but the pressure on the use of the available material will remain.

187. The extension of the scope of the National Lending Library for Science and Technology to social science periodicals has provided a valuable additional source of material that can be borrowed.

Economics, Political Science, Sociology

188. The London School of Economics makes the principal research provision in economics, politics and sociology. Outside the School, Wye College has an important collection in agricultural economics. The School of Oriental and African Studies and the School of Slavonic and East European Studies collect relevant materials. There are limited research collections at University College, Queen Mary College, and Bedford College; and the University Library, in addition to maintaining a general reference and loan collection in economics, political science and sociology, holds the distinguished Goldsmiths' Library of economic literature.

189. There has long existed an agreement between the University Library and the London School of Economics, under which the University Library collects material published before 1850 for incorporation into the Goldsmiths' Library, and the School bears responsibility for the later period. The University Library also allows material from the Goldsmiths' Library to be deposited on long-term loan in the School library. The Goldsmiths' Library Catalogue,[7] now in process of publication, supplements the *London Bibliography of the Social Sciences.*

190. We believe it to be of great importance that the resources of the University in these social studies should be closely co-ordinated. There may be Oriental material, for example, which the London School of Economics does not obtain, because of the language in which it is written, and which the School of Oriental

7. *Catalogue of the Goldsmiths' Library...* vol. 1, (Cambridge University Press, 1970).

and African Studies does not obtain, because it cannot cover all subject fields adequately and concentrates more especially on language, literature and history; and there are probably some gaps also in the co-operative coverage of the Slavonic field outside Russia.

191. The impending establishment of the British Library will give increasing importance to the co-ordination of the resources of the University with those of the British Museum Library and of other libraries in the London area concerned with one or another aspect of the very broad field of economic and political science.

Law

192. The Library of the Institute of Advanced Legal Studies, which is shortly to be housed in a new building, is the main research collection in law and has extensive holdings of legal literature, not only for the British Isles and the British Commonwealth, but for the countries of Europe and America. The University Library has transferred all its relevant research materials to the Institute Library, and maintains only an undergraduate collection. There is thus no problem of co-ordination between the Institute Library and the University Library. The field of law, however, is so great, that there is a standing arrangement for a division of responsibility with a number of other libraries, notably those of University College, King's College, the School of Oriental and African Studies and the London School of Economics.

193. This arrangement, illustrated in Appendix I, is an example of the degree of rationalization of highly specialized material which can be achieved within the libraries of the University. It has long been facilitated by the series of union catalogues which the Institute publishes. We regard it as essential that these catalogues should be kept up-to-date and that further volumes, covering categories of legal literature not hitherto included, should be added, and we recommend that all these co-operative activities should be continued and developed under the Libraries Council, in conjunction both with the British Library[8] and with the Libraries of the Inns of Court.

Education

194. The Library of the Institute of Education is the University's

8. *Cf* the *Report of the National Libraries Committee*, para. 439.

main research library in the subject and is both a reference and a lending library. The University Library maintains a general collection and has also some special collections of historical interest, notably the Quick Memorial Library. Students of colleges of education in the Area Training Organization may use the University Library but not the Institute Library, except on special application. There is a close informal contact between the two libraries, but no machinery for devising a common policy. Of the books in the Institute Library about a third are also in the University Library, and some 250 current periodicals were recently held in duplicate. As a result of our enquiries the Institute Library has cancelled its subscriptions to some of these and has transferred its files to the University Library.

195. King's College has a Faculty of Education and a subject library of about 7,500 volumes with 80 current periodicals, and Chelsea College a Department of Education more particularly concerned with science education. The Higher Education Research Unit at the London School of Economics maintains a specialized research library, and there is relevant material also in the library of the School of Oriental and African Studies.

196. There has been a noticeable trend, in a number of universities, in favour of amalgamating the education collections of the university library with the library of the Institute of Education, to constitute a single central education library. There is a *prima facie* case for such a development in London. All the central provision of books and periodicals in education would be concentrated in the present Institute library and all members of the University, including external students, would be entitled to use it. Some restriction on access by students of colleges of education who are not working for a University degree (over 20,000) would be necessary, and the interests of the Institute staff and students would have to be safeguarded by an appropriate increase in accommodation and in the annual expenditure of the library. The very wide peripheral interests of students of the Institute would be catered for by the University Library.

197. The advantages of this arrangement would lie in the concentration of all central collections in education in a single library, in the reduction of the extent of duplication, particularly of periodicals, and in the freer development of the University Library collections to meet the peripheral needs of education students and research workers generally.

198. We believe that, with the preponderant concentration of education studies at the postgraduate level at the Institute of

Education, there is little to be said in favour of the continued maintenance of an education collection within the University Library. We recommend that senior representatives of the University Library and the Institute should constitute a working party to discuss the amalgamation of the two collections and plans for a permanent working relationship between the two libraries. The proposals of the working party should be referred to the Libraries Council, which would determine the form of machinery necessary to ensure continuing consultation between all libraries of the University concerned with education.

Psychology

199. The Board of Studies in Psychology has submitted a memorandum which is printed in Appendix IV. There is no need to repeat here the factual data or the recommendations which it contains. We endorse these recommendations in general, with reservations, however, about the feasibility of the standardization of classification systems which the Board proposes.

200. The University Library accommodates the library of the British Psychological Society. This was hitherto maintained as a separate entity. As a result of our discussions, and by agreement with the Society, it was amalgamated in 1970 with the Library's own collections into an open-access subject library. It already has great research potential, and we recommend that it should be so developed, with the main emphasis upon its reference function.

201. We wish to add that the work carried out by the Sub-Committee of the Board of Studies in Psychology is an admirable example of the kind of activity which would be appropriate for a subject committee of the Libraries Council.

Anthropology

202. There are significant collections in anthropology in the libraries of University College, the London School of Economics and the School of Oriental and African Studies. But one of the main research resources available to the University has been the Library of the Royal Anthropological Institute. This, although not a part of the University, has served to all intents and purposes as an Institute library (available also to undergraduate students), housed, on the fringe of the central site, in Bedford Square. With the expiry of the lease of the Royal Anthropological Institute's premises, the Institute has accepted a temporary home for its

library in the Ethnographical Department of the British Museum at Burlington Gardens.

Geography

203. The collections in geography in some of the Schools, most notably at University College and the London School of Economics, are of considerable strength. A combined Geography-Geology-Map Library was established within the University Library in 1968. One of its main purposes was to bring together the Library's collections of books and periodicals with its quite large map collection. This development has been warmly welcomed by the Board of Studies in Geography, though the Board has pointed out that, in many aspects, the subject library falls short of the best of the School libraries.

204. It has been strongly represented to us, however, that the requirements for advanced study and research in geography extend far beyond the School libraries and the University Library. Within the University they embrace the area studies collections and the libraries of the School of Slavonic and East European Studies and the School of Oriental and African Studies. Outside the University they range from the British Museum Library and the Library of the Royal Geographical Society to the libraries of various government departments. For this reason the Board of Studies in Geography has recommended that the Geography Library in the University Library should perform the functions of a co-ordinating and information agency. We refer this suggestion, together with other proposals of the Board (see Appendix IV), for further consideration by the Libraries Council.

Architecture and Town Planning

205. University College has the only School of Architecture and the only Department of Town Planning in the University. The two have recently been combined in a School of Environmental Studies. A new building is planned to house the School and its library collections. These, so far as town planning is concerned, are supplemented by relevant collections at the London School of Economics, Imperial College and Queen Mary College. The resources of the University Library are not great, and there seems no good reason for expanding them. We think that the material on architecture should be maintained as part of the proposed Fine Arts Library, and that on town planning and environmental studies as part of the Geography-Geology-Map Library.

206. Outside the University the principal library, other than the British Museum Library, is that of the Royal Institute of British Architects. But there are many other libraries, including those of government departments, which are relevant and important, and account needs to be taken both of those and of the libraries of the new polytechnics.

War Studies

207. King's College, the only centre for war studies in the University, possesses a unique collection of works on military history, particularly that of modern Europe and the two world wars, and on the history of the art of warfare. It holds also the Centre for Military Archives, which was set up in 1964 to meet the need for a depository to which private owners could entrust papers bearing on military affairs (in the widest sense of the term) of the present century, to be preserved for posterity and made available, under appropriate safeguards, to scholars.

208. The University Library, the Institute of Historical Research, and the London School of Economics all possess relevant collections, and outside the University there are three libraries of special importance: the Ministry of Defence Library (Central and Army), the library of the Royal United Service Institution (from which some less-used material has already been transferred to the library of King's College), and that of the more recently founded Institute of Strategic Studies. The Public Record Office, the Imperial War Museum, the National Maritime Museum and the service museums complement the holdings of the Centre for Military Archives.

SCIENCE AND TECHNOLOGY

209. The general picture of library provision for advanced study and research in science and technology is that of a number of School and College libraries providing for the needs of their own members, with varying degrees of specialization in certain areas. There are collections of great value in University College, Imperial College, King's College and Queen Mary College. But there is no School library to match in comprehensiveness the coverage of that of the London School of Economics for social studies, and central provision, apart from the small library of the Institute of Computer Science, is limited to the general collection of periodicals and books in the University Library, useful less for its comprehensiveness than for its inter-disciplinary character.

210. With the decision of H.M. Government to transfer a large part of the library of the Science Museum to the Lyon Playfair Library at Imperial College, this library, it is true, may be expected to play a much greater role as a research library, not only in the College but outside it. But still more important is the further decision to establish a unified Science Reference Library in Bloomsbury as a part of the British Library. The establishment of such a library, the rapid loan service provided by the National Lending Library for Science and Technology, and the presence of such non-university libraries as those of the Chemical Society and of the major professional engineering institutions, raise the questions of how far a large central University collection is in fact required and of the extent to which the libraries of the Schools and Colleges should be further developed as research libraries.

211. The basic difference of approach to research collections in science and technology, as compared with the humanities and social studies, lies in the preponderant importance of current periodical and report literature, the rapid obsolescence of much of this literature, and the need for speedy access to abstracts journals, current awareness services, and information systems. These latter are closely linked with data banks and computerized information services, and the importance of providing facilities of this kind within the University can hardly be over-emphasized.

212. Such services and facilities are costly. If they are to be established as central services, as we recommend later in this Report (Chapter VI), it is clearly desirable that they should be supported by a relatively strong collection, particularly of a bibliographical character, in the University Library. It has also been suggested to us that the Library should increase its holdings of periodical literature, because the smaller Colleges, and to some extent the larger ones also, are finding increasing difficulty in meeting the costs of ever-mounting subscriptions. It may well be that the Library should take a wider range of 'review journals' and the like. But it lacks the resources to maintain a comprehensive collection of periodicals and similar materials in science and technology or even to fill all the gaps in the holdings of other libraries. The union catalogue of periodicals, which we recommend elsewhere (para. 293), may help to alleviate these difficulties. We recommend, however, that the Libraries Council should conduct a thorough survey of the extent to which the University Library's collections in science and technology are, and should be, used, and of the ways in which they should relate to the provision in the Schools of the University and elsewhere.

213. We recommend also that a systematic review should be undertaken by the Libraries Council of holdings of little-used material in all libraries, particularly of back-runs of the older scientific periodicals, so that a rational and economic policy may be pursued throughout the University (see paras 126, 253, 254, 337 ff.).

214. In the sections which follow, we have not dealt with each subject *seriatim* but, so far as is possible, have grouped them together under broad headings. Some newly developing branches of study, as for example ergonomics, have not been considered. But the pattern of research is constantly changing. The Libraries Council will have the task of keeping research provision in all fields, new and old, always under review.

Biological Sciences

215. The range of subjects embraced under the heading of biological sciences is wide. Omitting those most completely linked to medicine and veterinary medicine (see Chapter IV), it includes botany, zoology, microbiology, biochemistry, biophysics, genetics and agriculture. The main collection in agriculture is at Wye College and, for geographical reasons, Wye College Library must aim at a relatively high degree of self-sufficiency (see also Appendix I). The Goldsmiths' Library in the University Library is important for the history of agriculture and the library of the London School of Economics for the study of agricultural economics. The most important collection in genetics is at University College.

216. Teaching and research in botany, zoology, microbiology, biochemistry and biophysics concern a very large number of institutions. Each library has developed its collections to serve the needs of its own users, but we think the Libraries Council should examine the question of the rationalization of resources, particularly in periodicals, taking into account the non-University resources not only of the Science Reference Library but also of such libraries as those of the British Museum (Natural History), the Zoological Society, Kew Gardens, the Linnean Society and Rothamsted Experimental Station. It should also consider the future role of the University Library in providing for advanced study and research in the biological sciences.

217. In the chapter on medical library provision (para. 248), we recommend that the University Library should establish an open-access medical subject library by bringing together, as far as

possible, its medical journals, reference books, monographs and other materials. This library should be primarily for reference use only, and would include microbiology, biochemistry and biophysics. We believe that its value would be greatly enhanced if it could be juxtaposed with the collections in botany and zoology to create a biological sciences library of an inter-disciplinary character. We understand that such a development would be possible by a re-arrangement of the space at present available and in prospect.

218. The relatively long life of the literature in some areas of the biological sciences, as compared with that in the physical sciences, makes it highly desirable that there should be a careful rationalization of the older runs of periodicals, bearing in mind the unique or outstanding strengths of different libraries, but taking advantage also of the facilities for co-operative storage by the Depository Library.

Physical and Mathematical Sciences and Engineering

219. Because their relationship is so close, we consider the physical and mathematical sciences and engineering together.[9]

220. The only central University resources in this area are the small, but developing, library of the Institute of Computer Science and the collections in the University Library. The future pattern of teaching and research in computer sciences is not yet sufficiently well defined for us to be able to make precise recommendations on the extent to which library provision for advanced study and research should be developed in the Institute library, and on the related role of the University Library. This is a matter for future consideration by the Libraries Council. In engineering the University Library has made no attempt to provide more than a nucleus of the most important and most frequently used journals, and this is becoming increasingly true in physics and chemistry as well. The future policy of the Library in relation to all these fields (particularly the bibliographical aspects) should be subject to a detailed investigation by the Libraries Council, in relation to our recommendations in Chapter VI on the provision of central information services.

221. So far as the Schools and Colleges are concerned, the

9. Physics, Mathematics, Statistics, Computer Science, Chemistry and Chemical Industries, Aeronautical Engineering, Chemical Engineering, Civil and Mechanical Engineering, Electrical Engineering and Mining and Metallurgy.

immense proliferation of literature in recent years, and escalating costs, have imposed an increasing strain on the financial resources of their libraries. Any measures of rationalization that can reduce the burden by sharing it are likely to be welcome, but it is very difficult to determine the extent to which the saving of money on books and periodicals can be offset against the loss of time and efficiency among scientific research workers and library staff. Taking into account the future development of the Lyon Playfair Library at Imperial College and of the Science Reference Library and the National Lending Library for Science and Technology within the British Library, it is likely that the rationalization of resources between the School libraries themselves and with the University Library can be most usefully considered on a local basis rather than for the London area as a whole. Such rationalization, however, should not be unduly restrictive of the development of specialist subject interests in individual libraries.

222. There are two fields of study, less dependent on the laboratory, in which School libraries provide major research collections. The statistics collection in the library of the London School of Economics is of great strength, and the mathematics collections in University College Library have long served as the main research resource in this field. In 1929 the London Mathematical Society deposited its library in University College and has maintained it ever since with a vigorous exchange scheme. The existence of these collections has absolved the University Library from the need to develop a large research collection in mathematics or in statistics.

223. The total resources of the London area in the physical and mathematical sciences and engineering are very great, but there is a lack of information on the holdings of certain types of material. The outstanding example is report literature, particularly that which emanates from government, university and industrial laboratories in the United States but there are other categories such as foreign theses and pre-prints for conferences whose proceedings have not been published. Librarians frequently have great difficulty in locating such material, and the Libraries Council should give early attention to this problem.

Geology

224. There are Departments of Geology in seven Schools of the University, and the libraries of these Schools cater to a greater or lesser extent for the research needs of the departments. The South

Kensington area is well served, not only by the present resources of Imperial College, but also by those of the Science Museum, the Institute of Geological Sciences and the Geological Society.

225. The largest of the collections in the Bloomsbury area, and perhaps the principal College collection, is that of University College, where, in addition to the College's own collection, the library of the Geologists' Association has been deposited. The joint library is of great strength and should continue to be developed as a research resource of major value to the University.

226. The only central University collection is the Geography-Geology-Map Library in the University Library. The geological collection is not extensive, but it gains in value by being combined with the geographical and map collections. The Board of Studies in Geology has suggested that the University Library should provide a full range of abstracts journals, with a service for the rapid location of references, and of other periodicals which are not generally available elsewhere. We refer these suggestions to the University Library itself. It seems to us, however, that an essential preliminary step towards achieving the fullest co-ordination of the resources of the University is the establishment of the union catalogue of periodicals which we propose elsewhere in this Report (para. 293).

IV

MEDICAL LIBRARY PROVISION

I. THE MEDICAL LIBRARIES

227. Since half the libraries in the University are concerned wholly or in large part with medicine, we have considered it appropriate to deal with these libraries in a separate chapter. They comprise the libraries of the twelve general medical Schools, of which four include Schools of dental surgery, one separate dental School, four special Schools, and the fifteen Institutes which form the British Postgraduate Medical Federation. In addition, the libraries of two general Colleges provide for pre-clinical studies and the University Library has a medical collection of some strength. These libraries are widely dispersed geographically, and, with the impending removal of Charing Cross Hospital to Fulham and of St George's Hospital and the Royal Dental Hospital to Tooting, the dispersion will become still more pronounced. Some details of the medical libraries are given in Tables I and II (see Chapter I).

228. The libraries of the twelve general medical Schools vary considerably both in their traditions and in their present resources. Many of them have good current collections as well as historical collections of some importance. St Bartholomew's Hospital Medical College, with a library of 32,000 volumes and 300 places for readers, has the largest and probably the oldest (1800) organized collection of books for the use of medical students. Four others – Guy's, St Thomas's, St Mary's and University College Hospital Medical Schools – all possess libraries of over 20,000 volumes. Only the library of the Westminster Medical School has fewer than 10,000 volumes. The more specialized library of the Royal Dental Hospital of London, School of Dental Surgery, is also small.

229. The libraries of University College and King's College, from which the now independent libraries of the medical Schools at University College Hospital and King's College Hospital are historically derived, still provide for pre-clinical studies and also for undergraduate teaching and research work in the para-medical fields, notably in biochemistry, biophysics and pharmacology, and the Thane Library of medical sciences at University College contains an outstanding collection of periodicals.

230. The libraries of the fifteen federated Institutes of the British Postgraduate Medical Federation are, for the most part, the creation of the post-war years and vary in size from the Royal Postgraduate Medical School Library (18,000 volumes), and the highly developed specialized libraries, such as those of the Institute of Psychiatry and the Institute of Cancer Research, each with about 24,000 volumes, to quite small collections with no full-time library staff (see Table II).

231. The London School of Hygiene and Tropical Medicine possesses an outstanding research library of national importance. It covers all aspects of public health and tropical medicine, as well as general medicine in its application to the tropical regions.

232. There are three other special Schools in the medical field. The School of Pharmacy possesses only a small library, but continues to have the use of that belonging to the Pharmaceutical Society, by which the School was founded. The Royal Veterinary College, on the other hand, has a substantial library, and the Lister Institute of Preventive Medicine also has important library resources in its specialized field.

233. Provision for pharmacy is made in the library of the Chelsea College of Science and Technology.

234. The only central library provision in medicine is in the University Library, which has an important collection of journals, particularly valuable for para-medical studies, and a collection of books which is little more than a supplementary student resource. These are at present not organized as a single unit within the Library.

235. Medical research is well served in London outside the University. The most notable libraries are those of the Royal Society of Medicine and the British Medical Association, the Royal College of Surgeons of England, the Royal College of Physicians, the Pharmaceutical Society, the National Institute of Medical Research, the Department of Health and Social Security and, outstanding in its own particular field, the Wellcome Historical Medical Library. The Medical Research Council also plays an important role, both with its central library and with the library provision for its many units, some of which are located in Schools of the University. Under the London Borough Libraries' specialization scheme, medicine is covered at St. Marylebone by the Westminster City Libraries. This collection is accessible to undergraduates.

236. Both the *Report of the National Libraries Committee* and the subsequent White Paper on the British Library have been disappointingly non-committal about library provision in medicine at the national level, but the National Reference Library of Science and Invention is an important source of research material, particularly in the para-medical field, while the rapid loan service of medical periodicals from the National Lending Library for Science and Technology has had a significant influence on the recent development of medical library provision as in other scientific fields.

II. PROVISION FOR UNDERGRADUATE STUDIES

237. Like undergraduates in other Faculties and Schools, medical students develop a loyalty to the Schools round which their life centres. Much of their time is spent in the laboratory and in clinical study in the hospital wards, and, for this reason, as well as because of the geographical dispersion of the Schools, it is essential that the School libraries should aim to be self-sufficient in providing for undergraduate needs. Since medical text-books are so expensive, they should also provide multiple copies of the basic works of reference. Without having had the opportunity to conduct a detailed investigation, we have formed the general impression that the resources of some of these libraries are less than adequate.

238. The recommendation of the Royal Commission on Medical Education,[1] that each medical School in London should aim to become an integral part of a single multi-faculty institution, must be expected to have a considerable effect on library provision in the medical Schools. Since plans for the implementation of this recommendation are still at the formative stage, it is too early for us to make specific comment, but we think that the Libraries Council should assist in the co-ordination of the medical School libraries within each proposed group, both with one another and with the library services of the general College with which they will be associated.

III. PROVISION FOR ADVANCED STUDY AND RESEARCH

239. At the level of research collections the medical library

1. *Royal Commission on Medical Education 1965-68: Report* (Cmnd. 3569, HMSO, 1968), para. 429.

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provision in the University becomes very complex and to some extent unsatisfactory. In most universities there is a single medical library serving the needs of all research workers. In London geographical factors have required each medical School and Institute to provide, to the best of its ability, for the research needs of its own members; research provision is thus shared in varying degree by all the libraries referred to in paras. 227-234.

240. It might have been expected that so large a number of libraries each making independent research provision would result in excessive duplication. Yet a survey which we carried out of the holdings of current medical periodicals suggested that this was not so. Of 2,180 titles held within the University, 1,053 were taken in only one out of the 32 medical libraries and the University Library, only 434 in more than five of these libraries, and only 77 in twenty or more libraries (see Appendix V). While there may be some avoidable duplication of current titles, duplication is certainly not excessive, given the large number of research workers involved and the fact that many of these periodicals are necessary for first degree students also. It is not duplication but the dispersion of research resources that causes misgiving.

241. In general, research workers must rely heavily on resources outside the libraries of their own institutions, and their needs are satisfied in a variety of ways. The generally favoured method for specific references is immediate and direct application to the National Lending Library for Science and Technology. Many of the teaching staff have access to the resources, not only of other medical libraries in the University, but also of the Royal Society of Medicine and other non-University medical libraries. The National Reference Library of Science and Invention is also available for consultation.

242. Although the medical libraries maintain close contact with one another, inter-library lending between them (except for those in close proximity) is relatively limited, and there is little tendency for medical librarians to express a need for its great extension. But there is, of course, a small but steady traffic in loans, and, even though there is no union list of medical periodicals in the University, most libraries hold other libraries' lists of current periodicals in medical fields. The establishment of a general union list of current periodicals, which we recommend elsewhere, would be useful (para. 293).

243. The current lists provide to some extent a means of locating periodicals, but there is no corresponding means of locating copies of foreign books, monographs, conference proceedings and the

like, and for this reason the establishment of a union catalogue of such material would be welcome. Knowing the location of particular titles already acquired, however, provides only a partial solution to the problem of obtaining foreign literature. There is sufficient evidence of shortcomings in holdings to suggest the need for a co-ordinated effort between the medical libraries to achieve the widest possible coverage of such literature and the greatest possible co-operation in its use, and this would call for a concerted effort to plan the acquisition of foreign medical books.

244. The fragmentation of research library facilities in medicine in the University, together with the existence of so many excellent research collections elsewhere in London, leads naturally to the question whether there should be, or could be, comprehensive central library provision for the medical field. We have been reminded that the British Postgraduate Medical Federation developed a plan some twenty years ago for the establishment of a central medical library for the University. In anticipation of this the University Library received funds from the Federation to build up a basic collection of medical journals (to which we have referred, para. 234) to constitute the nucleus of such a library. The plan was, however, abandoned, and it was agreed that the University Library should continue to maintain from its own resources and, so far as possible, develop this collection, as constituting the only central resource within the University.

245. We have sought to evaluate the service offered by the University Library by analyzing requests from readers for 2,494 volumes of medical periodicals during two periods of six weeks each in 1970 and 1971. 186 of these requests could not be met because the periodicals asked for were not taken in the Library. The survey showed that journals in pre-clinical and para-medical subjects and in general and experimental medicine were in greatest demand, those concerned with clinical treatment in much less, and those in surgery the least. Among postgraduate students – the category consulting the widest range of titles – a high proportion comprised those who were preparing for Master's degrees in para-medical subjects, many of whom did not have ready access to other medical libraries, within or outside the University, and for whom the University Library therefore performed an important, and probably vital, function. The majority of members of the academic staff consulting the journals were those from Institutes and Schools near the Senate House.

246. Evidence has been submitted, by a number of individual research workers in these institutions, suggesting the desirability of pooling the medical resources of those libraries which are in and

near the Bloomsbury area. We believe that, for the reasons given earlier in this chapter, no proposal for centralization which deprived individual Schools and Institutes of library resources under their own roofs would be either acceptable or workable.

247. There are, however, certain measures which could enhance the efficiency of the medical library services of the University without denying to individual institutions their essential library resources, and we believe that there should be a more positive policy of co-operation among the medical libraries in the Bloomsbury area and the University Library.

248. As an essential preliminary step, we recommend that the University Library should establish an open-access medical subject library, with adequate seating accommodation, by bringing together, as far as possible, its medical journals, reference books, monographs and other materials. This library should be primarily for reference use only, and the monograph and book collections should be improved to match the standard of the periodicals collection (paras. 217 and 234). It should be in the charge of an experienced medical librarian, whose duties would extend beyond those of servicing the collection itself.

249. From this base it is possible to contemplate the development of a much higher degree of co-operation between the medical libraries on or near the Bloomsbury site. This co-operation should include not only acquisitions policies, but also common services, both processing and bibliographical. We recommend the establishment by the Libraries Council of an *ad hoc* working party to explore these possibilities in detail.

250. Although co-operation on the central site would be not only of local but also of general benefit to the University, localized co-operation in other areas should also be developed. We have noted many examples, such as the mutually beneficial arrangements between King's College Hospital Medical School and the Institute of Psychiatry. The reorganization of the medical School structure might provide the opportunity for considering further measures of this kind.

IV. SPECIAL ASPECTS OF RATIONALIZATION AND CO-OPERATION

251. There is a broader question, that of the provision of central computerized information services in the medical field for the

University as a whole. Medicine is an area in which a computerized service (MEDLARS) is already available, and used by libraries of the University. The development and extension of such services must be expected, and encouraged, but it should take place within the framework we propose for information services in general. Our recommendation, it should be noted, is that the computerized services and the appropriate information officers (para. 314) should be under the jurisdiction of the Libraries Council itself. The Medical Library of the University Library would, therefore, not be directly involved or responsible. But the existence of a central medical collection in close proximity to the central computerized information service would be of great value.

252. Similarly, any centralization of acquisitions, ordering, cataloguing and processing that is recommended is likely to be applicable to medical as to other libraries. In particular, a computerized cataloguing system could effect economies in staff time and could also result in a useful union list of current accessions (see para. 290 ff.).

253. It is clear to us that each medical library or group of libraries must continue to develop its collections to serve the needs of the members of the institutions concerned, and that a considerable degree of duplication of books and periodicals is both inevitable and desirable. Individual libraries, however, cannot continue to accommodate and hold indefinitely an ever-increasing volume of older, little-used material. Where they hold specialized collections of historical interest, such collections will be retained. Again where libraries are limited to highly specialized areas of research, they may need to hold indefinitely back-runs of periodicals and older books. But the results of the survey quoted above (para. 240) show that, with 434 current periodicals each being taken by over five libraries, there must be an accumulating amount of duplication of older little-used material, the storage of all of which in high-rental areas cannot be justified. The annual recurrent storage costs of ten-year runs of these 434 periodicals alone is approximately £12,000.

254. It has been suggested that it should be one of the functions of the University Library to receive and retain the older volumes of periodicals and books as a central reference store, so that other medical libraries may dispose of their less-important older holdings. Undoubtedly the principle of rationalizing and reducing the number of duplicate copies of older periodicals and books is correct. But the University Library already has an acute storage problem and is having to send to the Depository Library many back-runs of periodicals in various subjects, which might equally

well be retained in central storage. Even if more space is made available to the University Library, all this is likely to be required for more current collections, for reader accommodation and for services. It is, therefore, necessary to propose the sending of older medical material to co-operative storage at the Depository Library in the same way and on the same terms as for other libraries of the University. For ready access to such material a rapid service (including photocopying) from the Depository Library is essential (see Chapter VI).

255. The efficiency of the medical library services of the University depends in very large measure on the library staff. It is therefore necessary to ensure, not only that there are sufficient numbers of staff, but that they are appointed at a grading level suited to highly skilled practitioners. Naturally, the grading of the staff will depend to a considerable extent on the size and functions of the different libraries. But the evidence presented to us indicates that the variations in the grading of medical librarians are even more anomalous than those prevailing among other library staff of the University. The recommendations which we make in Chapter VII are applicable to medical libraries as well as to others.

V. A COMMITTEE ON MEDICINE

256. In this chapter we have made a number of recommendations – some specific and some necessarily more tentative. We recognize that further firm proposals can be made only on the basis of more detailed practical information than we have been in a position to collect. This will be a task for the Libraries Council. We recommend, however, the establishment by the Libraries Council of a Committee on Medicine, Dentistry, Pharmacy and Veterinary Science (cf. paras. 103-105).

V

MANUSCRIPTS AND ARCHIVES

I. MANUSCRIPTS

Collections of Manuscripts

257. The collections of manuscript papers in the University are extensive, but they are held in relatively few institutions. The largest holdings are those of University College, the London School of Economics, the University Library and King's College. The rich resources at University College include the Bentham, Brougham, Chadwick and Creevey papers and a notable series of Latin American business archives. The library of the London School of Economics, which has about eighty collections, contains letters of J.S. Mill, the Shaw diaries, the papers of Sidney and Beatrice Webb, and the working notebooks of Charles Booth. Booth's family correspondence (including material relating to the Macaulay family) is in the University Library, which also possesses the Sturge Moore papers and the Fuller Collection of seals and documents. King's College acts as a Centre for Military Archives and holds also the papers of a number of former members of its academic staff. As examples of collections held elsewhere, Wye College has, in addition to the diaries and papers of Sir (Edward) John Russell, a number of medieval documents from the fourteenth century onwards, some of which relate to the manor of Wye itself; the Institute of Commonwealth Studies possesses the papers of Richard Jebb, and the Courtauld Institute Galleries has letters of Paul Cézanne (see Appendix VI).

258. Again, few only of the libraries of the University hold any significant number of individual manuscripts (such as books, letters, deeds). These range in date from the 7th to the 20th century and have been acquired, for the most part, either for the specific purposes of teaching or research or because they relate to the history of the institutions concerned.

259. These collections have usually been acquired through initiatives taken outside the University by a donor, depositor or executor. But the Latin American business archives at University College and the military papers at King's College are examples of a carefully considered policy for the collection of records, many of which would not otherwise have been preserved. Together with

the papers of former members of the academic staff, such as several institutions seek to acquire, they are examples also of the kind of papers which it is suitable and valuable for university institutions to collect. They form natural archive groups; they would not normally be deposited in County or Borough Record Offices and there is no question, therefore, of their being arbitrarily removed from their natural setting; and they have a direct bearing on the teaching programmes of the Colleges concerned.

Union Lists, Catalogues, Microfilms

260. Most libraries maintain typescript catalogues, lists or indexes of their manuscript records. But printed catalogues and indexes are few, and the resources themselves are often little-known and under-used. A general guide to the manuscript collections within the University (including any collections which departments, as distinct from libraries, may hold) is urgently needed both for the use of scholars and for the guidance of librarians and keepers of manuscripts. A union catalogue of manuscript books and individual documents – a longer-term project – is also much to be desired. We recommend that the Libraries Council should sponsor the compilation and publication of a summary guide to manuscript collections and should initiate discussions also on the preparation of a catalogue of individual manuscripts. For these purposes the services of a temporary cataloguer will be required.

261. Just as it is customary to maintain typescript catalogues and lists of manuscripts, so also most institutions have indexed in some way such holdings of microfilms and photostats as they may have. Only the University Library, however, has attempted to contribute lists of holdings and acquisitions to the national index in the Bodleian Library at Oxford. It is a matter of some urgency that co-operation should become more general, for two reasons: first, the collections derived under grants made by the University's Central Research Fund will no longer invariably be deposited in the University Library, so that more material is likely to accumulate in other libraries of the University; and, secondly, the Bodleian index has now been merged with a larger enterprise, organized at the University of Leeds, for collecting and publishing indexes of microfilm material. We recommend that all institutions should participate in this scheme for recording microfilm holdings of manuscript material.

Access, Loans, Copyright

262. *Bona fide* research workers are in general allowed to consult

manuscripts during normal library hours, although access to certain categories of recent or other 'closed' papers, as, for example, some of the military papers at King's College, is either restricted or denied.

263. Few libraries, on the other hand, have formulated precise conditions under which they are prepared to lend manuscripts on deposit in other libraries either for the use of scholars or for exhibition purposes. We recommend that, for limited periods and under proper safeguards, the loan and deposit of manuscripts between libraries, both within and outside the University, should be encouraged.

264. Copyright does not seem to have arisen as a problem in most libraries. In those where it has the library has generally taken adequate precaution, such as obtaining an undertaking from users of the manuscripts not to publish without first obtaining the permission of the librarian, who, if copyright is involved, warns users of the fact.

Storage and Repair

265. Manuscripts should be stored in air-conditioned strong-rooms. At King's College the new strong-room will be humidity-controlled. But, with this exception, there are very few purpose-built strong-rooms for the safeguarding of manuscripts and none, so far as we are aware, is air-conditioned.

266. Only the University Library has facilities for the repair of manuscripts and a trained manuscript repairer on its staff. But most libraries are well aware of the need for such facilities and for the skilled assistance which they cannot provide themselves. We recommend that a centralized service for the repair of manuscripts and archives should be established for the benefit of all University institutions. We think that this could be based on the existing repair shop in the University Library, provided that more space, equipment and staff can be made available.

II. THE ARCHIVES OF THE UNIVERSITY AND ITS INSTITUTIONS

267. Archives in the strictest sense, the records of the central administration and of each institution of the University, naturally

accumulating in their cupboards and files, start their career as current records and end as the historical deposit left for posterity by the current generation of administrators: a deposit which should, indeed must, be systematically organized for the lawyers, administrators and historians of the future. We say must, because the rapid proliferation of records in recent times presents every institution with three possibilities: if left to themselves, records will grow until they overwhelm the institution itself; if this is avoided, but there is no effective planning, unsystematic destruction and haphazard preservation (as, commonly, in the past) are the result; the third possibility is planned conversion from current files to final preservation of selected documents as archives. It is a commonplace of modern record management that this can only be done by those who create the records, by the administrators themselves; but that it will only be done effectively if they work in close collaboration with, and take the advice of, trained archivists. The current crisis in record management was first fully appreciated, naturally enough, in the relation between government departments and the Public Record Office; this appreciation resulted in the Grigg Report[1] and in the Public Records Act of 1958, which lays the responsibility of preparing records for preservation (and of destroying what is not to be preserved) on the departments, who act under the guidance of officials within the departments, yet under the control of the Public Record Office. Obviously, this giant scheme cannot be a model for all institutions; but close parallels exist everywhere, and this realization has been slowly dawning amongst local authorities and other corporate bodies, a few business houses and one or two universities.

268. In the University of London some archives are excellently preserved, and there is a strong sense in several institutions that records must be looked after. But this is by no means a universal understanding. Some of the younger institutions would appear to think that, because they have had so short a life, they have no archives. And in some the situation which prevails can reasonably be described as chaotic. Moreover, with one or two shining exceptions, we have found no evidence that the problem of modern record management has been grasped.

269. This is primarily a problem of administration: the orderly translation of records from current use into archives must be organized, at least in fair measure, by those who create them, though they must prepared to accept instruction from trained archivists. This might be deemed to be trespassing on ground remote from libraries. But we should be evading an essential task if

1. *Report of the Committee on Departmental Records* (Cmnd. 9163, HMSO, 1954).

we failed to point the way forward towards a solution of the problem. In the long run, careful discussions between librarians, archivists and administrators will be necessary in many of the institutions of the University; and they will be all the more fruitful if linked to the machinery for central discussion and advice which we outline below (para. 272). In the short run, real progress may be made by one or more pilot schemes, miniatures of the efforts which were made to put the Grigg Report into practice before its machinery was enshrined in the Public Records Act. We recommend that such a scheme, or schemes, be undertaken in an attempt to develop existing links between archivists and administrators and to show the lines along which future collaboration on a larger scale can develop. We note with satisfaction that, as a result of our discussions, the Collegiate Council has appointed a small study group to consider the problem of archives generally.

270. Though we are convinced that the problem of archives is in large measure one of administration, we are equally convinced that the libraries with which we are concerned have a role in the management of archives as well as of the manuscript collections which they may contain, and this for three main reasons:

(a) In some instances a close liaison has already been established which it would be a mistake to upset. We are far from regarding most current arrangements as ideal, but the variety in the size and nature of the institutions of the University dictates a flexible approach, and it is obviously sensible to foster and develop sound elements where they exist.

(b) A library may offer the best conditions for permanent preservation and, especially in a small or medium-sized institution, the most suitable place in which archives can be consulted; a library is likely to have, or have access to, photographic and other equipment essential for the use of archives as historical documents; and it would be wasteful to duplicate the equipment, and arrangements for repair, which we have already discussed (para. 266).

(c) It is essential for any archivist to have close relations with any other part of an institution where similar work is done. Thus, in the University of Liverpool there is a trained, professional archivist who is a member of the Registrar's staff, with close links with the Library and also with the School of History, where he teaches students for the Diploma in Archive Administration. This is a good model, though it may, in some instances, be more appropriate for the archivist (or whoever keeps the records in small institutions which cannot, even in the long run,

afford a trained archivist) to be a member of the library staff. What is essential is full recognition and acceptance of the archivist by the administrative staff.

271. There is in embryo a situation similar to that in Liverpool in University College, which has a distinguished school for archivists within its School of Library, Archive and Information Studies, and whose Diploma in Archive Administration must play a vital role in the training of archivists and keepers of manuscripts in the University of London. At present, relations between the staff of the School, the Library, which has a trained archivist on its staff, and the Records Office, which contains the College Archives, are not very close. But as they come closer together, they should provide a natural centre for guidance and advice in this field.

III. A COMMITTEE ON MANUSCRIPTS AND ARCHIVES

272. Archive centres of this kind might provide some of the members of a Committee on Manuscripts and Archives of the Libraries Council. It is an implicit assumption of this chapter that such a body should be formed to give opportunities for liaison, exchange of information and discussion of problems of common interest. It should not be expected to solve the problems of archive and record management. These can only be resolved by prompt and decisive action within each institution. The Committee would, however, be able to give expert advice to institutions, particularly to those of small size which cannot themselves maintain full-time archivists or keepers of manuscripts.

273. We recommend that a Committee of the Libraries Council be established to provide for expert advice and liaison on problems concerning manuscripts and archives, its functions to include advice on the formation of union catalogues of manuscripts and on the acquisition of suitable documents connected with the teaching, research or history of the University and its institutions.

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VI

CENTRAL LIBRARY SERVICES

I. CENTRALIZED BOOK PURCHASING AND PROCESSING: UNION CATALOGUES

Centralized Purchasing

274. In any study of the possibilities of rationalization, co-ordination and centralization the basic library processes of acquisition, cataloguing and bibliographical control are an obvious area for investigation.

275. It has been represented to us that a comprehensive system of centralized purchasing and processing for the libraries of the University would effect significant savings in costs, would contribute to the reduction of unnecessary duplication, and would facilitate the production of a union list of current acquisitions and, by extension, a union list of holdings (see, for example, Appendix VII).

276. Some evidence pointing to a saving in costs has been furnished by investigations of library systems in the United States, as, for example, in a 'feasibility study' based on nine academic libraries in Colorado.[1] If the calculations used in this study were applicable to the situation of the libraries of the University of London, it would be reasonable to conclude that a saving of 40p per volume or, on the estimate of an annual accessions rate of 80,000 volumes, of £32,000 p.a. could be effected.

277. So attractive a proposition is not lightly to be dismissed, particularly since the Colorado investigation was conducted on the basis of conventional non-computerized methods. But there are serious difficulties in accepting its validity for London. The study was a 'feasibility study' and has yet to be tested in practice. It was conducted for nine libraries only, of far less diversity than are the libraries of the University. And the conditions of the book trade in Colorado, which predisposed the authors of the study to favour a single centre purchasing materials from a single vendor, are very different from those obtaining in London.

1. Leonard, L.E., and others, *Centralized Book Processing: a feasibility study based on Colorado academic libraries* (Metuchin, N.J., Scarecrow Press, 1969).

278. London, of course, is not immune from delays in the delivery of books; and delays were of great concern to the authors of the Colorado study. But London libraries have a multiplicity of choice of booksellers and can easily establish direct contact with them. Since each library must, in any event, maintain records of the books it orders, and check them against delivery, the interposition of a central processing unit between them and the bookseller would seem merely to create a further link in the chain and to increase costs, not only by involving additional processes, but by imposing on the University a delivery cost that is at present met by the bookseller alone. There would, moreover, be a loss of contact between the librarian and his booksellers, only justifiable if there were sufficient compensation in lowered costs and increased efficiency.

279. These comments exemplify the difficulties of using a feasibility study based on one library system in relation to another, entirely different, system. It is clear that a detailed study of the London situation is required. As a first step towards this we asked the Library Management Research Unit of Cambridge University Library to undertake a survey of the overlap of acquisitions between libraries of the University of London (Appendix III), designed primarily to establish the extent of duplication of orders within a short period. This showed a surprisingly small degree of overlap. In one month 95.2 per cent of all orders were orders for different titles; in six months the figure was 85.4 per cent. Of the estimated 3,957 titles ordered by the University Library in the period of six months only 1,107 duplicated the orders of other libraries. 'The results obtained', the authors of the survey observe, 'do not provide much support for the idea of centralized acquisitioning', on the grounds, that is, of economy through batch processing of single titles.

280. Economy must, therefore, be sought elsewhere. It has been suggested that a central unit might be able to negotiate better terms or services from some suppliers. Clearly, this would not be possible within the terms of the Publishers Association library licence agreement for British books. However, we examined the possibility of using the services of the Greater London Council's Supplies Department, which gives school libraries a 15 per cent discount. The Department is able to do this, because it operates a supply service not linked with any bookshop, and designed, at least in origin, to supply multiple copies of British books; and because, also, the service is conducted by a computer using Standard Book Numbers (SBN). Thus orders could be placed direct by individual libraries, and catalogue entries made from the computer record supplied to a central unit. The latter point is

attractive, because a computerized ordering system could then be closely linked with a computer-based cataloguing system using the British National Bibliography machine-readable cataloguing (BNB MARC) record to generate entries for libraries and a union list of current accessions.

281. But this scheme also has great disadvantages. It would cover current British books only. To be effective, it would entail placing a large proportion of all libraries' orders with a single supply agency – a condition which would be unacceptable to many libraries. Moreover, participating libraries would automatically forfeit the library licence. The speediness of the service for academic libraries is open to question, while the random nature of the ordering of individual titles would preclude its most effective use. Finally, the general quality of London's bookshops would inevitably suffer from the withdrawal of library orders.

282. We considered, as an alternative, the possibility of developing a centralized ordering system in conjunction with Dillon's University Bookshop. If the central processing unit were installed in common premises, and particularly if the ordering procedures could be computerized, certain advantages would follow. Dillon's would be able to carry a far wider range of stock than at present, and would be able to supply more speedily; the 'further link in the chain' would be eliminated, since the central unit, to which orders were sent, would be housed together with the supplying agency; the 10 per cent discount of the library licence would be preserved; the ordering and cataloguing of books could be very closely linked; foreign books, as well as British, could be dealt with; and the general service of the bookshop to individual members of the University could benefit from the enlarged scale of operations. There are, however, disadvantages: to operate effectively, the scheme would require the acquisition of fairly extensive premises in the central University area; the 'all (or most) eggs in one basket' principle would still apply; the concentration of orders on one bookshop could have an adverse effect on the stock and service of other bookshops; and only if a large proportion of all book orders were channelled through this agency would the scheme avoid the drawback of the 'further link in the chain'. Nevertheless, the scheme is one which deserves further investigation, and we recommend that the Libraries Council should conduct a study of the feasibility, costing and operation of such a centralized unit.

Centralized Cataloguing

283. We turn now to the consideration of centralized processing

in relation to cataloguing, both as part of a combined operation, and as a concept in its own right. It is possible to contemplate centralized cataloguing by conventional methods, but we believe it would be more effectively developed on the basis of the computerized operations made possible by the production of the BNB MARC record. We have not been able to undertake any research in this field, nor have the individual libraries of the University hitherto been more than marginally involved in it, but a considerable amount of current research in this country is relevant, most notably the Birmingham project.[2] It is a reasonable expectation that, when the BNB MARC record becomes operationally viable (its experimental phase has recently ended), a central cataloguing unit would be able to benefit from the research, systems analysis and programmes already developed. There would, nevertheless, be a considerable amount of work to be done, requiring the services of systems analysts and programmers under the Libraries Council.

284. Assuming the acceptability of the principle of centralized development, we should expect libraries to notify the central unit of their current acquisitions. If the scheme were linked with central ordering, this would happen automatically; if not, notification would be by SBN or other recognized identification symbol. The central unit would search the MARC record for the items, and produce the catalogue entries as print-out or as tape for further processing in individual libraries. At the same time it would produce a record as the basis of a union list of current accessions and for use in the production of a permanent union catalogue, of subject lists, and of other bibliographical aids.

285. This procedure would cover only those items included in the MARC record (including the Library of Congress MARC record), although it is anticipated that MARC records for some European countries at least will be developed during the 1970's. For other items the procedure would be either for the central unit to catalogue them in the conventional way or for individual libraries to catalogue them and supply the data, where possible, in a form compatible with the central computer data bank. The items would then be added to the tape for producing union lists and catalogues.

286. The essential prerequisite for such a scheme is the acceptance by libraries of certain standard procedures:

(a) All libraries would have to adopt, or at least to accept, entries in the form prescribed by (or conforming to) the new

2. This project is being conducted jointly by the University of Aston, the University of Birmingham and the Birmingham Public Libraries.

Anglo-American code cataloguing rules. This would in some instances, as with the University Library, involve fundamental changes in the catalogues. But the adoption of standard cataloguing rules, with whatever additions and modifications in particular cases, is a desirable measure in itself – quite apart from considerations of centralized processing. However, since the cost of conversions of catalogues would be high and could not be borne from central grants, each library would have to decide its own method of approach to this problem.

(b) Alphabetical subject catalogues, to achieve maximum economy, would best be based on the subject heading provided in the MARC data base.

(c) An accepted transliteration system would have to be agreed.

(d) The hardware associated with the project, for example, tape-typewriters, would need to be compatible.

(e) Any software developments, for example, local programmes for computerized use in individual libraries, would need to be designed with a view to compatibility.

287. It appears to be impracticable for classification to be standardized. Individual libraries would need to classify after the delivery of catalogue entries, although those libraries using Library of Congress or Dewey Decimal classifications would benefit from the MARC data base. In the absence of centralized classification, the physical preparation of the books would also have to be left to the individual library.

288. We feel unable to advance firm proposals for the introduction of any centralized scheme until a detailed feasibility study has been carried out, and we accordingly recommend that the Libraries Council initiate such a study, as soon as possible, in conjunction with the University Management Systems Department, the University Library and other libraries (see para. 432). The study should embrace the alternatives of, on the one hand, the total (or even the partial) centralization of both acquisitions and cataloguing, and, on the other, of cataloguing alone. Close attention to costing will be necessary, but, even if no great saving is likely, other important benefits may result, for example, from the increased knowledge of the acquisitions and holdings of the libraries of the University.

289. It has been suggested that, if the libraries could have fuller knowledge of each other's current purchasing, unnecessary duplication could be avoided and substantial savings result. All the evidence collected so far, however, suggests that the degree of

unnecessary duplication is not so great as might be expected. Although the results of the survey carried out by the Library Management Research Unit of Cambridge University Library, limited as they were to a six months' period, do not provide a figure for the final amount of overlap in acquisitions over a period of years, they indicate that it does not exceed the limits of necessity (para. 279). This is confirmed, in the main, by our smaller sample test of the holdings of the Institute Libraries and the University Library (Appendix II). There seems therefore, no powerful argument here for any centralized processing, particularly as it would be beyond the power of a central unit to determine what degree of duplication is in fact necessary; and since, also, alternative machinery to ensure co-ordination in the acquisition of expensive research material is proposed elsewhere (paras. 102-104).

Union Catalogues

290. The main benefit to be expected from centralized processing (or from centralized cataloguing alone), apart from possible reduction in costs, would almost certainly be found to lie in the possibility of producing union catalogues and union lists. A computerized central cataloguing unit would be able to establish a union listing of current acquisitions, and this would form the foundation of a union catalogue for the future. There is clear evidence that such a development would be widely welcomed, provided that it could be done without substantial additional cost.

291. The production of a retrospective union catalogue of book holdings of all libraries in the University is a matter of a different order. The cost of such an enterprise, using conventional methods, has in the past appeared far too great to justify it, particularly since only one copy of the catalogue in card form would have been available in a central location. The coming of the computer has led to research on the feasibility and cost of computerizing existing book catalogues, and practical work at the Universities of Newcastle and Oxford suggests that this can be done. It suggests also that the cost of such an operation covering all the libraries of the University of London would be prohibitively high. The Automatic Data Processing project (ADP) at the British Museum Library, supported by the Office for Scientific and Technical Information (OSTI), is examining the possibilities of national union catalogues in machine-readable form, and the results of this project will have to be closely examined for their implications for local union catalogues.

292. We do not propose that high priority be given to the study and development of a general retrospective union catalogue. There are, however, certain projects for union catalogues, more limited in scope and more obviously feasible, which could be undertaken with great advantage.

293. The first of these is a union catalogue of periodicals, both current and retrospective. The problems of cataloguing periodicals, and of their bibliographic control, though formidable, are of far more manageable proportions than those connected with texts and monographs. A union catalogue of periodicals would confer great benefits: every member of the University, and others outside it, would gain in knowledge of its total resources; unnecessary duplication could be diminished in the very area where it appears to be greatest; and holdings of incomplete sets could be identified and rationalized as a result. We recommend, therefore, that the Libraries Council should concentrate its attention in the first instance on this vitally important sector, with a view to developing a computer-based union catalogue of periodicals as quickly as possible. This would facilitate the production at will of subject lists of periodicals, such as have been produced, hitherto, laboriously and at considerable cost, as well as of current periodicals lists of individual libraries.

294. We have considered whether the desired end could be achieved through the current operations of the British Union Catalogue of Periodicals (BUCOP) at the National Central Library, only to conclude that, since BUCOP is unable to list the current holdings of all libraries, still less to do so retrospectively, it would not be possible to make use of this machinery. Due attention must be paid, however, to any proposals for a national union catalogue of periodicals which may emerge from the British Museum ADP project. Meanwhile, since any national union catalogue of periodicals must of necessity include holdings of the libraries of the University, any work done on the more limited union catalogue would be of ultimate benefit to the national catalogue, apart from its immediate benefit to the University.

295. There already exists a union catalogue of Latin American holdings in the University of London, forming part of a wider national union catalogue. This is being developed by the Institute of Latin American Studies, and plans are well advanced for creating a computer record. There is a similar catalogue of holdings relevant to United States studies, produced by the Institute of United States Studies, and this, too, it is proposed to computerize. A non-computerized national union catalogue of

Asian publications, produced by the School of Oriental and African Studies, was published in four volumes in 1971 and will be supplemented by further annual volumes. The *London Bibliography of the Social Sciences* of the London School of Economics is now mechanically produced. It is possible that other union catalogues may be developed for limited subject areas. Insofar as these are computerized, however, they should all be mutually compatible, with a view to eventual incorporation in a wider project. We think that a start might usefully be made, by conventional means, on a union catalogue of some of the holdings of the University Library and the Institute libraries, similar to that which we have suggested for the fine arts (para. 122).

II. INFORMATION SERVICES

The Growth of Information Services

296. Information services have long been recognized as an essential adjunct to the research process in the physical, biological and social sciences, including engineering, medicine and, more recently, education. There is a well-established tradition of compilation and dissemination of information in law, and information services resembling in some measure those in science have lately been set up. For arts subjects generally, the need for anything in the nature of an information service has emerged comparatively recently.

297. In science and technology the modern concept of an information service has developed, in the main, from the abstracts journals which have long provided the basic reference material for research workers. Mechanization, using the techniques of electronic computing, has been applied to the production of these abstracts journals and extended to provide a form of service known as 'selective dissemination of information'. In general these developments have taken place nationally and internationally under the aegis of the major scientific societies.

298. In parallel with this, internal information services have been built up, mainly in industry and in Government scientific departments, linked, as a rule, with research and development departments. Such local services, engendered by the urgency associated with industrial research, led to the emergence of the 'information officer', a specialist whose task it is to acquire, classify, index and store, in a readily accessible place, all the

material which might be useful to his establishment. He scans regularly such materials on arrival, makes suitable abstracts, and circulates the information to appropriate members of research teams. The information officer also undertakes searches in the available literature for the answers to specific problems as they arise. These two aspects of his work have been called 'current awareness service' and 'retrospective searching'.

299. In universities both these tasks have, traditionally, been regarded as the duty of the individual teacher or research student himself. Today, with the accelerating rate of production of scientific literature, the extending range of sources, and their world wide distribution, they have come to demand specialist knowledge and skills. Within the University the appropriate modern techniques of librarianship have been taught for a substantial period in the University's own School of Library, Archive and Information Studies at University College. In addition several local specialized information services have been set up in Schools and Institutes. These, in some instances, have operated almost in isolation and independently of the library of the institution.

National and International Systems

300. Thus the University is faced with a problem in two forms: on the one hand is the problem of dealing with the increasing volume of documents, lest staff and students be overwhelmed by the sheer quantity of paper; on the other is the need for new techniques, to take advantage of the mechanized national and international systems coming into operation. In their research and development stage, such services have hitherto, in some instances, been available free of charge to university scientists, but are now being transferred to a subscription basis.

301. The main services in question are:

(a) Medicine. The MEDLARS system, operated by the United States National Library of Medicine. For Britain, access is provided jointly by the University of Newcastle and the National Lending Library for Science and Technology.

(b) Physics, Electrotechnology, and Control. The INSPEC system, operated by the Institution of Electrical Engineers, jointly with the American Institute of Physics.

(c) Chemistry. The UKCIS system, operated by the Chemical

Society on the basis of computer tapes supplied by the American Chemical Abstracts Service.

(d) Engineering. The COMPENDEX system, operated by Engineering Index Inc., of the United States, covers the whole of engineering. An experimental test of this new service, to establish its scope, depth, and usefulness in the United Kingdom, is being carried out with financial support from OSTI by the School of Library, Archive and Information Studies at University College. The test will involve 30 to 40 members of staff of engineering departments in the University.

302. Other systems are either coming into being on an experimental basis, as in space physics, or are being discussed at a high level by the appropriate bodies. The Committee on Biological Information, for example, has helped OSTI to establish the experimental unit for the study of *Biological Abstracts* previews, has organized courses on information systems, and, it seems probable, will help to promote the establishment of an international computerized information system in the various fields of biology before very long.

303. These mechanized systems are important in that they represent a highly significant development, both in reference service (information storage and retrieval) and in the mode of publication of abstracts and bibliographies. They have made possible the publication by societies such as the American Chemical Society and the Institution of Electrical Engineers of a 'rapid alerting' service, that is, a listing of the titles of all relevant publications within a week or two of their first appearance. There is as yet no standardized format for these services, and their reception has been varied; but, with the increasing volume of material to be abstracted, there is unquestionably a danger both that the time lag for the publication of conventional abstracts may lengthen, despite computer printing, and also that the price of conventional abstracts journals may become so high that libraries have to consider seriously whether they can continue to subscribe to them on the same scale.

304. Symptomatic of the importance of this work is the increasing emphasis placed by the societies on this section of their operations. Indeed, in the United States, the American Chemical Society has hived off the *Chemical Abstracts* and set up the Chemical Abstracts Service as a separate entity. In this country the United Kingdom Chemical Information Service has been establish-

ed as a consortium of several different organizations, and the INSPEC system of the Institution of Electrical Engineers has come to play a far greater part in the Institution's operations than did the traditional method formerly used in the production of *Science Abstracts*.

305. At present these systems produce for the most part conventional printed documents, which are circulating in libraries and which present no problem beyond that of cost. It is intended, however, that they shall increasingly make available the actual computer tapes for use either in 'current awareness' or 'retrospective searching'. These, although more costly, will provide the subscriber with the facility for many different types of service, apart from the printing of a conventional abstracts or titles publication.

306. Considerable developments are also likely in other areas on the international level. No central co-ordinating body exists, as yet, to collect information on all the discussions in progress, but, in the scientific sphere, a Working Party set up by UNESCO has been considering for several years the feasibility of a World Science Information Centre (UNISIST) and its report has now been published. This recommends that UNESCO, in close collaboration with the International Council of Scientific Unions, should establish a world centre for co-ordinating the development of scientific information services. It will not itself act as an information centre, but will try to ensure that the needs of scientists are catered for, in this rapidly developing situation, without too much duplication and wastage of scarce and valuable resources. There seems little doubt that this centre will be established.

307. Comparable developments at an international level are taking place in the social sciences. The International Labour Office and the Food and Agricultural Organization have set up mutually compatible on-line retrieval systems for their specific subjects which are currently being adopted by the UNESCO Library also. The International Committee for Social Science Documentation and Information has proposed the establishment of a similar automated retrieval system for the whole of economics. It has already compiled the thesaurus necessary for such systems both for economics and for sociology. Eventually the whole range of the social sciences may be covered within the framework of UNISIST.

308. The tasks of mechanizing the accumulation and compilation of information data, and of processing it for the production of abstracts, indexes and bibliographies of the literature, have thus

reached quite an advanced stage. In the physical and biomedical sciences, the processing of such data is already to a great extent mechanized, and the larger organizations operating these mechanized systems appear to be firmly established, technically and commercially, and to be in process of expansion. In law (see Appendix VIII) and the social sciences a similar situation is approaching. It is as an extension of these processing facilities that information retrieval and current awareness services are, generally speaking, now being offered. The use of these additional services, within the University, is still on a very small scale. Our enquiries suggest that information about their availability and cost and the benefits to be obtained from them is not widely distributed. We believe that university staff on the science side may be handicapped, in comparison with their colleagues in government service and in industry, by delay in making available an information facility which will become indispensable in the period upon which we are entering.

Specialized Systems within the University

309. At the end of 1969 we surveyed the information systems already existing within the University. An information system was said to be 'private' if it had been set up by a specialist group without reference to the College library or to any other group specializing in the same subject within the University. The replies to our enquiries showed that 11 information systems had been set up by scientists: of these, five were 'private' as defined above.

310. The following brief descriptions illustrate four systems reported to us:

(a) In Rock Mechanics (Imperial College), there is a computerized system to which much care has been given in order to ensure continued working efficiency. It therefore has a small specialist staff which is employed full time on the analysis of relevant documents and on searches. It has been widely publicized and is attracting enquiries from outside the University.

(b) In Space Physics (University College), the physicists of the Mullard Space Science Laboratory at Holmbury St. Mary (near Dorking) set up an ingenious computerized system, designed and operated wholly by themselves. For a few months it worked well but then collapsed because of the lack of full-time assistance in maintaining the indexed input to the system. The physicists now depend on the information services provided by the European Space Research Organization, which they buy at need, but they

complain that, compared with their own refined system, the ESRO service is 'very coarse grained'.

(c) In Enzyme Technology (University College), a research group have explored the range and scope of the periodical literature on which they depend. They estimate that their inter-disciplinary subject is reported in about 1135 periodicals which contribute approximately 5000 relevant papers per year, and that these totals are growing at the rate of about 20 per cent per annum. They use any abstracting services – at present about 10 – that may be helpful, make their own selections, do their own indexing of papers, and enter the results in a special card index. Though this system works reasonably well, it requires increasing time and effort from all the scientists of the group. They would like to buy services from outside sources, but are not yet satisfied that any outside source adequately covers this new subject.

(d) In Statistics (London School of Economics), the Statistics Department has set up an information retrieval system based on the names of authors of articles and on the keywords contained in titles.

Specialists rate highly three advantages of these systems: direct control by specialists; immediacy of access; and speed of response. There are, of course, disadvantages: they are increasingly burdensome to run; they are generally incompatible with other systems; there is danger of duplication; and there is no co-ordination with related fields.

311. The lack of expert advice, such as should be provided by information officers, is particularly severe handicap when groups of university scientists to develop a new field of scientific interest not yet widely recognized outside the universities. The literature in such a field is likely to be widely dispersed and dependent on unconventional sources such as research letters and other 'unpublished' literature of restricted circulation. Here the difficulties are, first, that university libraries do not normally command either the specialist staff or the financial resources to match the services that would be provided for comparable groups outside the university; and, secondly, that until the subject is also established outside the universities it is unlikely that commercial abstracting services will take much note of it. We have received many expressions of opinion on this point from individuals, groups of scientists and Boards of Studies.

A Central Information Service

312. The Office for Scientific and Technical Information has recently financed the provision of six information officers on an experimental basis in six British university libraries, whose primary task has been to develop enquiry services within these libraries and to ensure that they make effective use of the newly developing national and international systems. It is very probable that, as a result of this project, many university libraries will develop information services based on their own collections. One of the six information officers under the OSTI project has been based on the library of Imperial College.

313. For the social sciences generally, the London School of Economics proposes to produce future annual supplements to *A London Bibliography of the Social Sciences* by computer methods, and this will make it possible to establish a system for the selective dissemination of information to individual scholars.

314. In London quite independent information services might develop in the libraries of the Schools and Institutes. That some of these would require information officers is hardly in doubt. But we are persuaded that the unco-ordinated development of many information systems would be uneconomic and would militate against efficiency and comprehensiveness. We therefore recommend that a Central Information Service be established under the Libraries Council, staffed by experienced information officers, and having access not only to the conventional bibliographical apparatus but also to all the computerized sources of information, national, international, and internal to the University, as well as to the necessary computers. A committee should be appointed to consider the policy and development of the service.

315. The duties of these information specialists would include:
(a) assembling and maintaining all available computerized stores of information;
(b) providing a central channel of communication for the University with other national and international systems;
(c) advising information officers, library staffs and departments in Schools and Institutes on the development of local information systems, in order to ensure their compatibility;
(d) providing access to all stores of information for all libraries, departments and individuals within the University;
(e) carrying out searches in response to enquirers, both in computer stores and, in special circumstances, in conventional library materials;
(f) providing an up-to-date index of research projects within

the University, acting as a centre, that is, for collecting and disseminating information about University work;
(g) providing some 'selective dissemination of information' services within the University;
(h) setting up effective links between the University and outside systems operated by other authorities, keeping themselves fully informed of new developments and bringing these to the attention of appropriate libraries, departments and individuals.

316. The establishment of an information centre within the University would provide a central channel of communication for the University with the national and international systems, and would thus considerably reduce subscription costs. The officers of the centre could maintain close contact with the officers of the systems to ensure that the most efficient use was being made of the systems themselves. It is important to emphasize the interdisciplinary nature of these systems: in fields such as medicine and law, for example, their use ranges far beyond their core subjects. Some MEDLARS searches have already been requested at the London School of Economics. This again underlines the value of one central service prepared to deal with the whole range of learning, instead of a series of small, and possibly unrelated, services specializing in limited fields. The central provision of information services in the University would aim eventually to cover all subject-fields, though in the first instance the main effort would be directed towards the pure and applied sciences, the social sciences and law.

317. We do not wish to suggest that all the effort towards the development of information services should be centralized. There will clearly be a need for information officers, whether so designated or not, in the libraries of Schools and Institutes. It is not possible as yet to foresee the appropriate distribution of effort at the two levels. But we believe that the Central Information Service should be strong enough to provide certain services direct to libraries, departments and individuals; to ensure the co-ordinated and compatible development of special services within the Schools and Institutes; to provide technical expertise and advice of a high order; and to mediate between the users of information on the one hand and the publishers and distributors on the other.

318. We recommend, therefore, that a Senior Information Officer be appointed at a high level to develop the central service, under the direction of the Libraries Council, and that a team of five information officers and four clerical officers be appointed in

the quinquennium 1972-77 (see Chapter IX).

319. It is obvious that this information centre must operate in the closest possible collaboration with the libraries of the University. Information services have developed as a logical extension of traditional library practices, and it is therefore appropriate that the Central Information Service should be directly subject to the proposed Libraries Council, and housed in, or immediately adjacent to, the University Library. The centre would thus not only benefit from the great bibliographical resources and staff expertise available in the University Library, but would also contribute, through the specialist knowledge of its own information officers, to the other activities of the Libraries Council, and in particular to those concerned with computers. The indications are that the techniques now being developed for the computerized recording and searching of files of information are very similar to those being developed for library purposes, such as the MARC Project for recording bibliographical data relating to current books (see paras. 280, 283). Common-sense suggests that, in dealing with any enquiry that may be put to it, an information centre should be able to draw on all the materials available, no matter how recorded. On the equipment side, it would be uneconomical to provide two different centres with expensive equipment designed to do substantially the same work.

320. We have studied the case for a 'dedicated' computer for bibliographic and information work, but have concluded that it would not at present offer the best solution for the University acting alone. Our financial recommendations for equipment, given in Chapter IX, are, therefore, based on the assumption that the Central Information Service would make use of the existing facilities through the Computer Centre. Such dependence would, however, make it impossible to establish 'on-line' routines of the kind that will be needed if the various sources that will soon be available are to be processed effectively.

321. Recent events outside the University make it possible to consider as a practical alternative the case for a bibliographic computer centre in London serving not only the University, but also the British Library (including the British National Bibliography). There would be many advantages in such an arrangement, but, until the report of the British Museum ADP Project has been studied, it is unwise to pursue the matter further. We recommend that an *ad hoc* working party be established as soon as practicable to consider this matter.

322. It has not been possible for us to estimate with any precision the cost of subscriptions to information agencies outside the University. Indeed, the costings of all the operations of the proposed Central Information Service are necessarily tentative, since they depend on the speed at which the developments we have envisaged take place. It is reasonable to expect, however, that additional sources of finance will be found, perhaps in the form of research grants, but certainly in the form of contributions from research projects serviced by the centre. It is essential that, when grants are sought and received for research purposes, a proportion should be included where possible for information services, and that of this proportion part should be allocated to pay for services provided centrally.

III. THE DEPOSITORY LIBRARY

Origin and Purposes

323. The need for a joint depository library was first discussed by librarians in the University in the late 1940's, when it was already clear that for those libraries situated in central London some provision of the kind must sooner or later be made. In 1951 the Collegiate Council approved the idea, which was subsequently endorsed by the University Court in its statement of Development Policy for the Quinquennium 1952-57. A site large enough to accommodate some two million volumes was made available in the grounds of Royal Holloway College at Egham, about 22 miles from central London, and building operations, planned to be completed in eight stages, began in 1959.

324. The first stage included accommodation for offices, catalogue and readers, designed to suffice for the needs of the completed whole; the second, completed in November 1967, brought the present capacity to 500,000 volumes; and the third, proposals for which have been accepted by the Court for inclusion in the building programme for the quinquennium 1972-77, will enlarge the capacity to 750,000 volumes. The Depository Library has its own staff, and provides a regular van service three days a week.

325. The Depository Library has three purposes: to ease the pressure on space in the central London area; to provide accommodation for little-used books at the lowest possible cost; and to reduce the duplication of holdings of such material.

Economy in Storage Costs

326. While the first of these purposes requires no elaboration, the second calls for a demonstration of the extent of savings in cost resulting from storage in Egham as compared with central London. The annual cost, at Egham, of storage for 250,000 volumes at 1970 prices is £12,800[3], that is, approximately 5p. per volume. The corresponding figure for central London, based on the evidence of warehousing costs supplied by publishers and on comparable estimates of site values and rental charges, appears to range from 17.5p. to 25p., thus giving a ratio of 4:1. These figures may be compared with those of the *Report of the National Libraries Committee*[4] in 1969, where the estimate for remote areas coincided almost exactly with our own for Egham, while that for central London was 25p, thus giving a ratio of 5:1. The difference is accounted for by the fact that not all libraries of the University are in the highest rental areas.

Private and Co-operative Storage

327. The third purpose – that of reducing duplication of holdings of little-used material – can be achieved only by the pooling of the books sent to the Depository Library and by acceptance of the principle that only one copy will normally be retained.

328. From the outset there have been two methods of deposit, private storage, and co-operative storage. Under private storage arrangements, a library of a University institution is allotted a certain amount of space in which it deposits some of its own books. These books have no catalogue entries at the Depository Library, which is neither able, nor necessarily entitled, to give information about them to enquirers. The depositing library arranges the transport of its books to the Depository Library, and the shelving and removal of books placed in private storage are also the responsibility of the library staff. But the members of the staff at the Depository Library give help, where possible, in obtaining and dispatching books recalled on loan and in returning them to the shelves.

329. A library may justifiably request the use of private storage in any of the following circumstances: when, for lack of space, a part of its collection must be deposited temporarily, pending

3. Comprising assessed rental of premises, £8,800, and annual maintenance (including services of staff and van), £4,000.

4. Appendix D, pp. 312-3.

completion of a new building or extension; when it holds certain types of little-used material for which it has a special and continuing responsibility (for example, older University of London theses deposited by the University Library); when the whole, or part, of a special collection must be kept together; or where material presents non-specialist staff with difficult problems of identification (for example, oriental material deposited by the School of Oriental and African Studies).

330. Under the original scheme for co-operative storage books received from libraries are unified in one collection and shelved by size. The depositing libraries send with each work an author catalogue entry, and these entries are checked and standardized, and arranged in one alphabetical sequence, thus making a catalogue of the whole collection. Each book remains the property of the depositing library and may be withdrawn temporarily or permanently by that library at any time. All the books are available for loan, not only to other libraries in the University, but to other libraries in the country.

331. In 1970-71 there remained space in the present Depository building for approximately 62,750 volumes, made up as follows:

(a) Unoccupied co-operative storage	45,500 volumes
(b) Unallocated private storage	17,250 volumes

Returns submitted by libraries in the University of their revised estimated needs for space in both co-operative and private storage, after allowing for the occupation of private storage areas already allocated, show that space will be required as follows during the next six years:

	Co-operative storage, vols.	*Private storage, vols.*	*Total (all figures are cumulative)*
1971/72	18,750	6,800	25,550
1972/73	33,000	40,200	73,200
1973/74	49,250	69,100	118,350
1974/75	66,200	105,850	172,050
1975/76	80,900	149,350	230,250
1976/77	94,500	186,850	281,350

Expected withdrawals:

1972/73	School of Oriental and African Studies	48,000 vols.
1974/75	Institute of Advanced Legal Studies	35,000 vols.

332. It will be seen that an accommodation crisis will develop in 1972/73 which should be resolved temporarily by the withdrawal of 48,000 volumes by the School of Oriental and African Studies, but that all space will be occupied in 1973/74. There will be a slight easing of the situation by the withdrawal of 35,000 volumes by the Institute of Advanced Legal Studies in 1974/75, but not sufficient to meet the need for space. By the end of 1976/77 there will be 135,600 volumes, or nearly half the accommodation of a further extension, to be housed at the Depository Library.

333. It must be emphasized that these figures are only forecasts of likely needs, provided by individual libraries, although the overall figures may be taken as reasonably probable. Whether they present a true picture of the future balance between co-operative and private storage is more open to question, unless past trends are modified.

334. In the first three years of its existence the Depository Library received about 220,000 books, some 40,000 of them on co-operative deposit (18 per cent). Since 1964 the proportion on co-operative deposit has tended to decrease. Naturally it varies considerably from year to year. In 1968-69, for example, it reached its lowest point, 3.0 per cent, and in 1969-70 it was about 15 per cent. There are indications that it may rise again in 1970-71, but it remains unsatisfactorily low.

335. The reasons for this can be summarized as follows:

(a) The selection of material for deposit may be difficult, involving consultation with the academic staff; and its preparation, entailing the alteration of catalogue cards, may consume much clerical time. The extreme pressure on the academic and library staffs in recent years has led libraries to regard these operations as less vital or urgent than other library activities.

(b) Although a van service to and from the Depository has been efficient, and the Depository Library staff have provided effective service, there have been delays in obtaining the return of wanted items, since the van has operated only on three days a week.

(c) The policy on the treatment of duplicate items sent for co-operative storage is not clearly defined. In 1963 the Committee of Management of the Depository Library decided that duplicates of books and periodicals should not normally be retained. This principle, however, can conflict with the rule that each book in co-operative storage remains the property of the depositing library and may be withdrawn by that library at any time. Duplicates sent to the Depository Library should either be

discarded or returned to the depositing library, in which case the latter may well hesitate to dispose of them, in view of the possibility that the copies in the Depository Library may be withdrawn by another library.

(d) The intermittent deposit of partial back-runs of serials in fixed location stacks results in a multiplicity of broken sets, which become increasingly confused and difficult to control. This is a growing problem.

(e) A tendency persists for the size of a library's book stock to be regarded as the index of its importance and its needs. Whereas books placed in private storage (particularly if they are eventually to be re-housed with the main collection) may continue to be reckoned an integral part of a library's total stock, books placed in co-operative storage cannot so easily be regarded in this light, and hence provide little argument for the expansion of space, staff and services.

(f) Although an index catalogue of items in co-operative storage is maintained at the Depository Library, libraries have no means, other than specific enquiry by post or telephone, of knowing what material is available there. In practice, information on wanted items is almost always obtained through the catalogue of the depositing library.

The Case for Co-operative Storage

336. Before considering what remedies might be introduced to meet these points, it is necessary to ask whether there is any case for the continuation and development of a co-operative deposit. The case for a depository library rests securely on the base of low-cost storage for a federal university situated for the most part in very high cost areas of a capital city. The Depository Library could, nevertheless, be regarded merely as an extension of the storage capacity of the separate libraries of the institutions of the University, material in private storage being identified and obtained through the depositing library without a special Depository Library catalogue.

337. The case for co-operative storage must rest on the economy in costs effected by the elimination of duplicate material. So long as there are relatively few books in co-operative storage, the extent of duplication will remain very small. But, if massive deposit takes place over the coming decades, it is certain to increase greatly. Many libraries will find that identical material, particularly, perhaps, back-runs of periodicals, which at one time was in considerable demand, has become little-used. The proportion of such duplicate material is difficult to forecast, but would probably

lie between 25 per cent and 50 per cent of the total deposited. The range of possible savings can be illustrated by assuming a final total of one million volumes left in co-operative storage after the elimination of duplicates. At the figure of 50 per cent, the original number deposited would be two million volumes, of which one-half had been discarded, resulting in an annual saving, at present prices (5p. per volume), of £50,000 (one million times 5p.). At 25 per cent duplication the original number would be one and one-third million, of which one quarter had been discarded, resulting in an annual saving of £16,667.

338. But an efficient co-operative Library Depository organization and service could provide a stimulus to the deposit of material on a much larger scale than would be likely on a private storage basis (where the difficulties of servicing and recall would be likely to increase with size). This would lead to additional economies in storage costs for the depositing libraries, most of which are in high rental areas. This saving would to some extent be invisible, since it means, in practical terms, that the demand for shelf space would be smaller in the long run. It is again difficult to estimate accurately what this might be. But if the lack of co-operative deposit were to lead to the storage of, say, 100,000 items in high cost areas, at 17.5p per volume per annum, then the opportunity to deposit these volumes in co-operative storage would result in an invisible saving of £12,500 per annum. This sum far exceeds the additional staff cost of organizing the co-operative storage and the disposal of duplicate material.

339. It may be argued, however, that co-operative deposit should account for more than 50 per cent of the total material deposited. It is certainly unlikely that, with the massive growth in the intake of new materials, libraries will be able in the future to recall to new buildings any large proportion of little-used material once it is deposited. If this is so, the case for private storage is reduced to the areas of special collections, special responsibilities and special difficulties, with only a minor role for temporary deposit. It may be considered that for certain libraries with national responsibilities (for example, that of the London School of Economics) the integrity of the whole collection must be preserved by private storage. But if the principle of retaining at least one copy of everything placed in co-operative deposit is rigidly adhered to, the argument for integrity is reduced to one of ease of access, and in respect of little-used material this would be only marginal – particularly if arrangements can be made to keep serial runs together. The London School of Hygiene and Tropical Medicine, whose collections may be regarded as of national importance, has adopted the policy of extensive co-operative storage, and no adverse consequences have followed.

340. There is one last point relating to costs. As we have already stated, one of the deterrents to co-operative storage is the cost in staff time to the depositing library in reaching decisions on material to be deposited and in preparing records. Undoubtedly, the cost is higher than for private storage, although the relative cost varies with the nature of the material. But there are hidden costs in private storage not present in co-operative storage. Since there are no records of the private storage material at the Depository Library, the staff there can make only a limited contribution to the servicing of these collections. They give help where possible in locating and dispatching books recalled on loan and in returning them to the shelves, but where queries and difficulties arise it is necessary for a member of the depositing library staff to spend time in travelling to the Depository Library. Moreover, the depositing library has to arrange the bulk transport of its books, and the initial shelving and any rearrangement or removal are also the responsibility of the individual library. Some at least of these are continuing costs, not present in co-operative storage.

341. The question must next be asked whether there is a case for a massive reserve collection within a single university, even of the size of London, as against a national depository serving the whole of the country. Under existing provision it is possible for any library to offer little-used or duplicate materials to the National Central Library or the National Lending Library for Science and Technology, and, if no copies are already held, these libraries will accept them for permanent deposit to be made available to any library on request. With the establishment of the British Library, it is likely that these provisions will not only continue, but will be strengthened and developed. It is, therefore, possible to think of dispensing entirely with a co-operative store at Egham and reducing the role of the Depository Library to one of private storage of special materials. But this can be contemplated only on the assumption that a single copy of an item in a national depository will suffice for all national needs, or that other libraries will retain copies in their main collections available on inter-library loan. It is very unlikely that libraries of the University will be prepared to act on this assumption on anything like the same scale as they would for a University depository, which can provide conditions for protracted loan and for a daily van service. There would be a far greater tendency for libraries to seek to retain material for their main collections or for deposit in private storage.

342. The libraries of the University may be regarded as a reservoir large enough to constitute a valuable national asset as a secondary resource supporting a national lending collection. If a

systematic policy of co-operative storage is adopted, then it should also be accepted that the first duplicate copy of any item not required within the University should be offered to the national depository. This would not only help to develop the national collections, but would provide a reassurance to depositing libraries that an adequate number of copies of deposited material would be available for loan.

Improvement in Co-operative Deposit Arrangements

343 We conclude that the policy of the University should be to secure conditions for the development of co-operative storage on a much larger scale than in recent years. The Libraries Council should consider the possibilities of using some part of its central fund to make compensatory grants to libraries depositing material in co-operative storage; and of setting a limit to the proportion of space available for private storage. The Council should, above all, seek ways of overcoming the present very real obstacles to a ready acceptance of the principle of co-operative storage. These obstacles were listed in para. 335, and our suggestions for dealing with them can be itemized as follows:-

(a) The use of staff time in preparing material for deposit
Positive help might be given to libraries in the following ways:
(i) clerical help in altering records could be provided by the Depository Library staff;
(ii) catalogue entries of books sent to the Depository Library could be provided by the Depository Library staff, and the requirement that catalogue cards accompany the books could be discontinued.

(b) Intermittent service
A daily van service, combined with a telex network and photocopying facilities, would provide conditions for a speedy and reliable service. We understand that the Committee of Management of the Depository Library has included a proposal to this effect in its quinquennial statement. We endorse this recommendation.

(c) Duplicate Items
Items sent to co-operative storage would ultimately come under the control of the Libraries Council but would remain the property of the depositing library for a stated period, during which that library could still recall them. This would provide a safeguard against possible errors of judgment in sending material

to permanent deposit. After the stated period they would be at the disposal of the Council. However, it would be clearly understood that one copy of every item would always be retained, and the second copy offered to the British Library. Further copies would be disposed of by offering them in appropriate cases to other libraries of the University which might justifiably have a reason for taking them into their main collections. This method would have to be used sparingly or it would become self-defeating. Copies might be offered to other non-University libraries or disposed of as the Libraries Council might decide after due consideration of possible future needs.

(d) Broken sets of serials

Arrangements must be made for bringing together runs of serials and, where possible, for completing broken runs. This would somewhat diminish the overall book capacity of the Depository Library, but is a necessary sacrifice of space. Methods would have to be devised for keeping this loss of space to a minimum.

(e) Size of libraries

The Libraries Council would advise the Senate or the Court, when development plans and proposals of libraries were being considered, on the extent to which libraries were availing themselves of the opportunities for co-operative storage. The case of a library needing additional space for its own development, after full use of deposit facilities, would be strengthened.

(f) Shortcomings of the Depository Library catalogue

We have recommended the early development of a union catalogue of periodicals, regularly brought up to date (para. 293). This would be widely circulated and would provide the necessary information on the holdings of the Depository Library, so far as serials are concerned. The provision of a union catalogue of books is much less likely, and reliance must continue to be placed on the Depository Library's catalogue and on the catalogues of depositing libraries. So long as the collection in co-operative storage is small, it is to be expected that direct application to the Depository Library for wanted material will be limited; but the growth in the size of the collection would provide much greater probability of obtaining a positive result from such an application. Meanwhile, the allocation of sufficient staff to provide an efficient catalogue, and improved means of communication by telex as well as by letter and telephone, should suffice.

Staffing and Administration

344. The staff of the Depository Library consists of a part-time librarian-in-charge, in the grade of Senior Library Assistant, and a resident steward, with the part-time services of a van driver. For the present mainly custodial role this staff has been adequate and has given excellent service. The Committee of Management has proposed for the next quinquennium an additional full-time Senior Library Assistant and, in place of the part-time services of a van driver, a full-time driver.

345. If the Depository Library is to play the more active and positive role now proposed, it is necessary that its operations should become the responsibility of a full-time librarian in the grade of Assistant Librarian.

We recommend that the staff structure should be as follows:

Librarian	Assistant Librarian grade
Assistant	Senior Library Assistant grade
Secretary	Senior Library Assistant
Clerk	Library Assistant or Clerical Assistant
Steward	Deputy Steward's grade
Van driver	On Senate House services staff.

346. The Depository Library has been administered from the outset by a Committee of Management appointed by the Senate. The Principal has acted as Chairman of the Committee (not *ex officio*, but by annual appointment), but the Depository Librarian has generally reported on day-to-day questions to the Director of the University Library, who is an *ex officio* member of the Committee. Although this arrangement has worked fairly satisfactorily, it has enhanced the sense of isolation of the staff of the Depository Library and seems unnecessarily cumbersome.

347. We recommend that the Libraries Council assume responsibility for the policy and administration of the Depository Library and that the Committee of Management cease to exist. A Committee of the Council, representative of the various library interests, should be appointed to deal with the more detailed aspects of the work, including consideration of the suggestions we have made.

348. We further recommend that the building of the third phase of the Depository Library should be given very high priority.

IV. AUDIO-VISUAL MATERIALS AND LIBRARIES

Established 'Non-book' Materials

349. Some libraries in the University provide facilities for the study of 'non-book' materials such as maps, photographs, slides and gramophone records. The University Library has collections of maps, gramophone records, photographs, drawings, and slides. The Courtauld Institute of Art holds valuable collections, including the Witt Library of reproductions of paintings and drawings from the 14th century onwards, the Conway Library of photographs and reproductions, covering European architecture, sculpture, manuscript illumination, textiles, etc., of the Christian Era, the Garrison Collection of photographs of Italian medieval paintings and manuscript illuminations, and a collection of slides for the use of the staff of the Institute. The Warburg Institute's photographic collection covers most media of illustration in the fine and applied arts in Europe and the Near East from antiquity to the 18th century; a large section of the collection is devoted to illuminated manuscripts arranged according to libraries, and the illustrations, mainly of medieval and Renaissance mythological and astrological texts, are indexed according to subject. The library of the School of Oriental and African Studies has a notable collection of photographs and slides and the Institute of Archaeology collections of photographs, archaeological maps and slides. These examples give some indication of the facilities already available in libraries for the use of material which may be referred to as 'non-book' material.

New 'Non-book' Materials

350. New ways of recording data and presenting information, such as slides linked with tapes, loop films and audio-visual cassettes, will be increasingly in demand for teaching and individual study purposes, and they should be available to teachers, research workers and students. To acquire, catalogue, classify and make available audio-visual materials in, and printed information about, the new media, all constitute a logical development of services already provided by libraries in the University and hence a function of these libraries.

351. The University Grants Committee, in a memorandum on educational technology,[5] has remarked that 'During the coming

5. 29 March, 1971.

quinquennium, many university libraries will be providing access to non-print learning materials. Close consultation', the Committee observes, 'should take place between central services as producers of these materials and the library about the service required and the means of providing it.'

The Audio-Visual Centre and the Libraries of the University

352. In this University the Audio-Visual Centre is a comparatively new and fast developing central activity. Audio-visual aids in teaching, and particularly the use of television, are of the greatest interest to the University of London, because of its need as a federal university to promote the best use of resources through rationalization and inter-collegiate co-operation. As with computing services, so with audio-visual services, there is a need both for a central organization, centrally financed, and for development in individual Schools. The central organization is concerned with co-ordination and standardization and with the application of techniques and production facilities. Not all institutions have been able, as yet, to develop the application of audio-visual aids for teaching purposes to the extent attained by the medical Schools in London, and the Centre will assist in the more general dissemination of new methods.

353. When an institution of the University has determined its needs in respect of audio-visual material, its library must consider the policy to be adopted. This, it is suggested, should include: the establishment, in consultation with the Audio-Visual Centre, of a reference section of relevant slides, slides linked with tapes, audio-tapes, loop films and audio-visual cassette material; the provision of booths or carrels for individual study; the holding of relevant published catalogues of audio-visual material, moving films and television recordings, as, for example, the British National Film Catalogue; and, when necessary, consultation with the British Universities Film Council and the National Council for Educational Technology.

354. We have noted that the objects of the Centre are as follows: to advance the use of audio-visual materials and methods, for the promotion of the co-ordination and expansion of teaching and research within the University of London; to establish a library of audio-visual materials; and to produce films and television records, and teaching programmes. In addition it offers Schools and Institutes of the University a service of information, technical assistance and production, and of advice on the application of audio-visual media and equipment in teaching and research.

Co-operation between the Audio-Visual Centre and the Libraries Council

355. The machinery, therefore, already exists for central advice and technical assistance in the development of audio-visual collections. We foresee the need, however, for a close co-ordination of function between the Centre, on the one hand, and the libraries of the University, on the other, in the building of collections, since this will involve the rationalization of expensive resources; and co-ordination can best be achieved through the Libraries Council.

356. One of the objects of the Centre is to establish a library of audio-visual materials. We understand that this library will consist mainly of a collection of University productions, with the associated collections of information about similar productions undertaken in the institutions of the University. Where unique film recordings have been made in the course of research, these may be required for specialized rather than general teaching, and it is desirable to have such material, when not held by the originator, stored in the Centre.

357. But the needs of teachers would entail that audio-visual teaching material in regular demand should be available in the library of the institution concerned. Except in special instances, borrowing of such material would be limited to teachers.

358 Libraries of the University are unlikely to need to stock copies of films produced commercially or by industrial sponsors in the United Kingdom, since these are usually available from commercial film libraries.

359. The main part of a library's collection is likely to consist of material of many different kinds and acquired from many sources for individual or group study within the library. It is in the development of such collections that, in addition to the specialist advice of the Audio-Visual Centre, the co-ordinating function of the Libraries Council is necessary to ensure that the coverage is as wide as possible and that unnecessary duplication is avoided.

360. We recommend that at the appropriate time a joint committee of the Libraries Council and the Audio-Visual Centre be established to co-ordinate the development of audio-visual collections in the libraries of the University.

361. We further recommend that the Libraries Council undertake, from the outset, a union catalogue of audio-visual materials (new media) available in the libraries of the University.

V. ANCILLARY SERVICES

362. The main ancillary services are binding and documentary reproduction. We were asked to consider the possible advantages of a greater degree of centralization of these services than exists at present.

Binding and Library Binderies

363. We invited the Deputy Librarian of the University Library to prepare a report on library binderies for our consideration, and this report is given in full in Appendix IX. We have not considered it necessary to recapitulate the factual information in the report. It shows that there is no clear case for the creation of a central bindery in central London, and, equally, no clear case for recommending the discontinuance of existing binderies in individual libraries.

364. We do not think, on the evidence at present available, that the creation of a central binding service based on a bindery outside central London (for example, at the Depository Library) would have sufficient, if any, economic advantage over the use of commercial binders by individual libraries to warrant the undertaking.

365. We recommend that the University Library and the Library of the Institute of Historical Research should, in view of their close proximity, consider the possibility of amalgamating their binderies on the University site. Any spare productive capacity which resulted should be used to undertake specialized work on behalf of other libraries of the University.

366. We recommend that the staff of the Libraries Council should maintain an advisory service to libraries on the performance of commercial binding services.

367. We recommend that the Libraries Council, in co-operation with the Library Management Research Unit of Cambridge University Library, should conduct further investigations on bindery organization and costs with a view to ensuring that the costs of existing binderies are kept as low as possible, and that central binding services be provided if they should prove in the future to be economically and administratively desirable.

Documentary Reproduction

368. A questionnaire was sent to all libraries on the subject of documentary reproduction. All but three have ready access to some kind of photocopying apparatus, either in the library itself or conveniently accessible. Most of the machines are of the rapid copying electrostatic kind. Nearly all of the librarians use the University Library Photographic Section for other types of work and express themselves satisfied with this arrangement. None saw any need for more sophisticated equipment on their own premises, and most appear to be satisfied with the present informal arrangement by which the University Library Photographic Section provides advice to other institutions on such matters as space planning and equipment.

369. There appears to be no occasion, therefore, for any fundamental change in the provision of documentary reproduction services. The University Library Photographic Section already acts as a central service, supplementing the basic equipment which it is essential for each library to have on the spot, and providing an advisory service.

370. There is, however, a case for an adjustment of the financial arrangements. The Section has to cover from receipts the cost of technicians' salaries and wages, materials used, and minor items of equipment. The cost of major items of equipment has been met either from credit balances on the annual account, if any, or by special grants from Senate funds. During the present quinquennium it has been increasingly difficult to make ends meet, and prices have had to be increased to avoid a deficit. The last increase has brought prices very close to the commercial level. As regards equipment, there should be a sum allocated each year towards a reserve fund for the purchase and replacement of expensive items, and the University Library Committee has recommended this in its quinquennial submission.

371. The advisory service is financed solely by income from general charges. This, also, has the effect of keeping charges at an unacceptably high level and of preventing the extension of the service. The necessity to keep total expenditure within the estimated income inhibits any increase in staff to deal with a seasonal build-up of work. If the cost of the advisory service were a charge on central University funds, there would be not only a greater degree of flexibility to meet seasonal demand, but a lowering of charges to University institutions and members. We recommend, therefore, that one-half of the salary of the Chief Photographer should be met from Senate funds on the University Library's vote.

372. Some progress has already been made in co-operative purchasing of materials. A scheme for the bulk purchasing of paper for electrostatic copying machines, carried out by the recently established University of London Group Bulk Purchasing Committee, resulted in a considerable improvement in the terms available to small users. The Committee is at present negotiating with firms over the terms of hiring copying machines, and its activities may well extend to other fields in the future. We recommend that the Libraries Council should maintain close liaison with this Committee.

VI. OTHER CENTRAL SERVICES

373. We have discussed some major areas of library activity in which a degree of centralization within the University is desirable or even essential. We have not attempted to consider all other possibilities, but two have been brought to our attention.

Translation Service

374. There is an obvious need, particularly among scientists, for a translation service to which researchers can turn when faced with papers in unfamiliar languages. We are told that most researchers rely upon the voluntary help of friends and colleagues or students from the countries concerned, and in many instances, no doubt, this is sufficient. In other instances, the library staffs of individual institutions are able to provide information about existing translations or agencies to undertake them. ASLIB maintains the Commonwealth Index of Translations and there are many other sources of information about, and locations for, translations, not always easy to identify. We believe it is desirable that there should be a central agency within the University to provide advice to researchers in need of translation services, both on possible sources of existing translations and on individuals or agencies prepared to undertake them. We recommend that the Central Information Service should perform the supplementary function of providing an information service on translations.

Identity Cards

375. We have said that, as and when appropriate, undergraduates, and students reading for 'taught' Master's degrees, should have

access, at least for reference purpose, to libraries in the University other than those serving their own particular institutions (paras. 66, 67, 93, 94, 96). So, of course, should research students and members of the academic staff. Such access would be greatly facilitated by the introduction of a standard form of identity card in all Schools and Institutes, which could serve, as is already the practice in a number of other universities, not only as a library reader's card but also as a student's faculty registration card and as a union society membership card. Such a scheme would, of course, require the co-operation of the registrars of Colleges and of students' union societies. It would prove to be most useful if the libraries of the University were to introduce a form of automatic book issue system such as some already contemplate and such as must be more widely anticipated in the not very distant future.

376. We recommend that the Libraries Council should undertake an examination of the various types of reader's ticket and systems of book issue control available and, having determined the system which will bring the greatest benefits to the libraries of the University, initiate discussions with a view to the acceptance of an appropriate form of identity card which could also be used as a library reader's ticket.

VII

STAFFING OF LIBRARIES

I. RECRUITMENT, STATUS AND DUTIES

377. The efficiency of any library depends upon the adequacy, in size and quality, of its staff. The calibre of the staff is related to the emoluments and career prospects offered within each grade.

378. The members of the staff of most libraries in the University are appointed and employed by the individual institutions which they serve. In the University Library and the Depository Library they belong to the central University staff. With these exceptions the size of the library staffs and the grading of posts are in the discretion of the individual Schools and Institutes. The normal administrative machinery ensures a considerable measure of similarity in grading and salaries, but there is no adequate procedure of consultation within the University to achieve uniformity of standards, and there are, consequently, many anomalies in nomenclature, grades and emoluments.

379. In general there are three tiers in the grading of library posts: the senior staff, in grades wholly or mainly equivalent to those of university teachers; the intermediate staff, who, as a rule, are in executive grades roughly corresponding to the 'librarian' grades of the public library service; and the junior staff, normally in grades equated with secretarial and clerical posts in administrative departments. There are, in addition, ancillary staffs such as those in binderies and photographic departments.

Senior Staff

380. While in all the major libraries of the University senior posts are accorded 'academic equivalence' in principle, there are marked variations in the application of this principle.

381. In eight of the larger libraries the Librarian has the status of a Professor and the Deputy Librarian is on a scale equivalent to that of a Reader or Senior Lecturer. In the smaller College libraries the Librarian's grade often corresponds to that of a Reader, while in the central Institutes he is usually in the upper range of the Lecturer's scale, except where the post of Librarian is combined

with that of Secretary of the Institute. The conditions of service relating to retirement age, leave entitlement and emoluments vary considerably.

382. Below these most senior posts the discrepancies become even more marked, occurring also in matters of nomenclature and of grading in general. Much of this inconsistency is due to one basic cause: in some of the major Colleges the grading of senior library staff has been assimilated to that of the teaching staff, while in other libraries, notably the University Library and the libraries of the central Institutes, library staff grades correspond to those of the central administrative staff of the University. In the former case there is a single career grade of Assistant Librarian with a salary scale corresponding to that of a Lecturer. Administrative staff equivalence, on the other hand, produces a proliferation of grades such as Assistant Librarian, Senior or Principal Assistant Librarian and Sub-Librarian, each with a relatively short salary range and sometimes a fixed establishment; in such libraries Assistant Librarians and Senior Assistant Librarians are on salary scales corresponding to the lower and middle range, respectively, of the the Lecturer's scale, while the grade of Sub-Librarian, usually reserved for posts of special responsibility such as departmental heads, carries a salary suggesting equivalence with the upper part of the Lecturer's scale or the lower half of the Senior Lecturer's scale.

383. We would not advocate uniformity for uniformity's sake, but we believe there is room for a greater degree of standardization in the grading and remuneration of senior library posts throughout the University, and that the common standard should be equivalence with academic teaching grades. This would ensure career prospects calculated to attract new staff able to undertake duties, increasingly called for, which involve the application of specialized academic knowledge and experience.

384. It is a corollary of this principle that all posts at the level of Assistant Librarian and above should carry responsibilities and duties that warrant their grading. We recommend that the Libraries Council should undertake the formulation of a systematic description and classification of the whole range of duties, thus furnishing institutions within the University with a guide in their assessment of gradings. This will ensure a more uniform approach to the allocation of work as between the academic equivalent grades on the one hand and the intermediate staff grades on the other.

385. With the growth of libraries, some re-grading of the more

senior posts will be inevitable, and we think that there may prove to be a need in some of the larger libraries for more than one appointment within the professorial range and in the Reader-equivalent grade, and that the grading of the higher posts in other libraries may have to be reassessed. While we recognize that library staff grading is primarily a matter for the individual institutions, we recommend that the Libraries Council should play an advisory role in the grading of posts of academic equivalence.

386. Though most College Librarians are *ex officio* members of the College academic or professorial board, they are not eligible for membership of the Senate or its standing committees (as they would be in many other universities) and there is no procedure for University appointment or recognition of librarians. We recommend that posts of librarian in the professorial range and Reader's grade should be accorded a status equivalent to that of a University appointment so far as participation in University affairs is concerned, and that such librarians should be eligible for nomination to the Senate and its standing committees.

387. A library committee with strong academic representation ensures the personal and direct involvement of members of the teaching staff in discussions on library policy, and such a committee is consequently in a position to advise the Librarian, where necessary, on the basis of an agreed general policy. In most institutions in the University the Librarian is a member of the library committee *ex officio*, and in some instances the Deputy Librarian is also a member. We think that the Librarian and Deputy Librarian (where such an appointment exists) should be *ex officio* members of the library committee.

388. We note that some library committees have extended their categories of membership to include senior members of the library staff below the level of Deputy Librarian. We believe, on the evidence available, that this has proved useful, and we suggest that, whether by formal membership or by occasional attendance, senior staff should be involved in the work of library committees. We also commend the practice, already adopted in one College at least, of inviting senior library staff, in their capacity as subject specialists, to attend faculty meetings to advise on matters relevant to their library duties. Such involvement of library staff in the academic work of their institution, and indeed of the University, must be to the advantage both of the academic departments and of the library itself.

Intermediate Staff

389. The middle tier in the structure of library staffing – the non-academic but professionally qualified staff generally known as Senior Library Assistants – is now well established in the University, and the grades are normally equated with those in administrative departments. There are often two grades, as in the University Library, where they correspond to the administrative grades of Executive Officer and Senior Executive Officer respectively, though in some College libraries only the lower of these two grades is represented.

390. Although there are variations in the salary scales for Senior Library Assistants, they are not so marked as in the academic equivalent grades. There is, however, a wide variation in the ratio of Assistant Librarians to Senior Library Assistants in different libraries, and this is a point which the Libraries Council should bear in mind when formulating the systematic description and classification of duties which we have recommended.

391. The normal requirement for appointment as a Senior Library Assistant is a professional qualification in librarianship, though in some circumstances alternative qualifications may be accepted. There has recently been a tendency for such posts to be filled by honours graduates with professional qualifications, who aspire to early promotion to the academic equivalent grade of Assistant Librarian. In the near future, it may be expected that candidates with first degrees in librarianship will present themselves for these posts. The increasing impact of management techniques on libraries may well lead to a higher proportion of intermediate staff posts and possibly to a wider salary range. In the present very fluid and changing situation, we recommend that the Libraries Council, in consultation with the appropriate authorities, should encourage the adoption of a common code of practice relating to qualification requirements and the level of appointments of Senior Library Assistants, and to their ultimate career prospects.

Junior Staff

392. The salary scales of academically and professionally unqualified junior staff are almost universally assimilated to those of the secretarial and clerical staff of the various institutions. Since there is considerable uniformity of practice there is no call for special comment, but it should be noted that most libraries are faced with the problem of a very high rate of turnover of junior staff. At

present each library takes its own measures to recruit junior staff, but since the cost of administration, staff time and advertizing is very high, and since the opportunities for school leavers for posts in academic libraries are not generally well publicized, we believe there to be a case for some centralization of the recruitment of junior staff. We recommend that the Libraries Council should maintain liaison, through one of its officers, with secondary schools and Youth Employment Bureaux, so as to ensure a continuing supply of suitable applicants. Librarians could notify the Council of the requirements of particular vacancies.

393. We also recommend that the Libraries Council should extend its system of description and classification of duties to the junior grades of library staff.

Ancillary Staff

394. Many libraries in the University are served by ancillary staff such as bookbinders and photographers. Their status and conditions of employment are mainly dictated by national standards appropriate to their occupations, but our attention has been drawn to variations in the rates of pay offered in different libraries for comparable posts. We recommend that the Libraries Council should seek to establish a common code of practice for pay and conditions of service for such staff throughout the University.

II. STAFF EXCHANGE AND SECONDMENT

395. It is clearly desirable that, in a library system as complex as that of the University of London, members of library staffs should have as wide a knowledge as possible of the different constituent libraries. We believe it to be essential that, in a University where institutions are to a great extent independent of, yet so interdependent upon, one another, library staffs should be made fully aware of the academic environment in which they work. At the most senior level the meetings of SCOLLUL provide opportunities for the continuing exchange of information and experience. Other senior members of staff acquire comparable knowledge in the course of their duties, and may be expected to improve their understanding of the scope and operations of the libraries as a whole through their participation in the work of the subject committees we have recommended (paras. 103-105); but at present there is evidence of a lack of sufficient understanding

which is a handicap in the service to readers. The position could be improved by the short-term exchange of staff between libraries; this would be most advantageous at the senior and intermediate levels, even if it had to be on a limited scale because of the disruption of work entailed. In some instances secondment might be more appropriate, but this would be more difficult to arrange. We recommend that the staff of the Libraries Council should have the duty, in consultation with the Librarians, of promoting and arranging staff interchange and secondment between the libraries of the University.

III. STAFF TRAINING

396. Staff knowledge of the libraries of the University would be further improved by the organization of short courses specifically directed towards the library resources and services of the University. The University Library already holds induction courses for recent recruits to its own staff, and many other libraries are glad to take advantage of the invitation to send their own juniors to participate in them. Similarly, the Senate Department has recently arranged induction courses on the organization of the University for the administrative staff, which members of the University Library staff are invited to attend. We recommend that the Libraries Council should promote courses for library staff at all levels to ensure a wide understanding of the overall library system of the University and of London generally. Such courses might be undertaken either by individual libraries or by the School of Library, Archive and Information Studies at University College.

397. Irrespective of these problems peculiar to the University of London, there is a need for continuous training in all aspects of librarianship for all grades of library staff; this is increasingly important in the present period of rapid developments in such fields as information retrieval and the application of computer techniques. Senior staff, in particular, should be given every possible facility for improving their academic and professional qualifications, by attendance at courses arranged by such bodies as the Standing Conference of National and University Libraries (SCONUL) and ASLIB. Junior staff, too, should be encouraged to improve their scholastic, professional and other qualifications, and there should be a recognized incremental award for success: where appropriate, they should be recommended to enrol for full-time professional courses or for courses on subjects such as computer programming; and the Libraries Council should consider whether

there are advantages in enabling them to attend such courses with leave of absence on full pay.

398. Many libraries in the University participate in the national scheme for the training of graduates intending to take up librarianship as a career, by offering opportunities for such graduates to obtain a year's practical experience of library work before proceeding to a school of librarianship. This practice benefits alike the libraries concerned and the graduates themselves, but it is essential that the libraries should recognize their responsibilities towards the trainees to the extent of giving them organized instruction in all the aspects of university library administration during their year's appointment. This is usually most conveniently done during vacations, when staff can most easily be spared from routine duties. We have noted, however, that there are wide variations in the rates of pay offered in different libraries, and we recommend that the Libraries Council should seek to establish and maintain a recognized rate of pay for such trainees throughout the University, with some flexibility to allow for special circumstances.

VIII

THE LIBRARIES COUNCIL

399. We noted, in Chapter I (para. 54), the invitation of the Committee of Vice-Chancellors and Principals to all universities to consider the possibilities, not only of 'collaboration on a national scale in academic provision', but also of 'local rationalization and co-operation' among a group of libraries. We referred also to a number of examples of co-operative projects between the libraries of various Colleges and Institutes, and suggested that the willingness to co-operate among the institutions of the University would be turned to greatest advantage by the establishment of some formal machinery for concerting and implementing major measures of policy and of collaboration in the future (para. 36).

400. Quite early in our discussions we decided that our basic recommendation must be the establishment of a central statutory body within the University, charged with the duty of keeping the library facilities and resources of the University under continuous review and of making recommendations on library matters to the Senate. A formal recommendation for the establishment of a Libraries Council as a Council of the Senate with advisory, administrative and executive powers appears in Chapter I (para. 56). Our Report is to a large extent based on the assumption that the need for such a body will be recognized and the Council established at an early date.

I. CONSTITUTION OF THE COUNCIL

401. We recommend that the Libraries Council be constituted as follows:

(a) The Vice-Chancellor, the Principal, the Director of Central Library Services (para. 409);
(b) Four persons nominated by the Academic Council, two of these being members of the Academic Council;
(c) Four persons nominated by the Collegiate Council, two of these being members of the Collegiate Council;
(d) Two members of the External Council nominated by the External Council;

(e) Six other persons, of whom three should be librarians in institutions of the University and one nominated by the Board of the British Library (subject to the Board's agreement).

It is our intention that some of the persons nominated by the Academic and Collegiate Councils should be librarians and that the librarian membership as a whole should be representative of the various types of library in the University.

II. FUNCTIONS OF THE COUNCIL

402. The functions of the Libraries Council should be:

(i) to advise the Senate on all aspects of library policy, including the co-ordination of the library facilities and resources of the University as a whole, and on the financial needs of libraries generally;

(ii) to promote the co-ordination and rationalization of the acquisition, use and storage of material as between the libraries of the University and between them and other libraries of the London area;

(iii) to be responsible for the central library and information services of the University, including the University Library (para. 408) and the Depository Library (para. 347);

(iv) to be responsible for research relating to the development of such central services.

403. The Council should also be available for consultation on library accommodation, buildings and equipment both to individual institutions of the University and to the Court.

III. STATUS AND DUTIES OF THE COUNCIL'S OFFICER

404. We recommend that the Council should have its own senior officer, who should be a Higher Officer of the University, responsible for the conduct of the Council's activities.

405. His advisory duties would involve him and his staff in consultation with various officers of the University, librarians in the Schools and Institutes, the Computer Centre, the Audio-Visual Centre and similar bodies, and with libraries and other agencies outside the University.

406. His administrative and executive duties would include:

(a) the management of the University Library (see para. 410);

(b) the management of the Depository Library (see para. 347);

(c) the management of the central library and information services, with particular responsibility for ensuring that mechanized systems are compatible;

(d) the organization of subject committees, and liaison with Boards of Studies and other user interests;

(e) the organization of surveys and of statistical and other fact-finding exercises relating to the libraries of the University.

On this last point we have become aware during the course of our investigations of the lack of precise information on library activities throughout the University. We have tried, within the restricted limits of our resources, to conduct a number of surveys which have been useful in providing information about the duplication of books and periodicals among University institutions and about the pattern of use of the University Library. But there are many problems which can be solved by the Council only in the light of fuller information, and the collection of such information will be a continuing need in the future.

IV. THE COUNCIL'S FUND

407. We recommend that there should be a central fund at the disposal of the Council (paras. 56, 103, 343, 428, 441). Annual allocations from this fund would act as a regulator to stimulate the specialization of different libraries in different subjects, would enable individual libraries to acquire expensive material which would otherwise be beyond their means, and would assist in the transfer of material between libraries. Libraries would, of course, retain overall freedom to develop their collections in accordance with users' needs.

V. THE COUNCIL AND THE UNIVERSITY LIBRARY

408. As a consequence of our recommendation to establish a Libraries Council, we have had to consider the position of the University Library and the University Library Committee. Should the University Library remain under the control of a separate

committee of the Senate, or should it become a direct responsibility of the Libraries Council? The Council, as a Standing Committee of the Senate, would clearly have a close interest in the development of the University Library as well as in the Depository Library, the information services and other central services. Under present arrangements the University Library Committee reports directly to the Senate, and advises the Senate on the development of the Library. Thus the Senate would receive advice on certain topics concerning the University Library from two sources, the Libraries Council and the University Library Committee. If the University Library became the direct responsibility of the Council, the Senate would receive advice on library matters from one source only. A University Library Committee would still be required, as a committee of the Libraries Council, to advise it on matters relating specifically to the University Library. With these points in mind, we have decided that the second alternative would be the more efficient method of procedure and we recommend, therefore, that the Libraries Council should be responsible to the Senate for the administration of the University Library, with a University Library Committee as a committee of the Council.

VI. ADMINISTRATION OF THE UNIVERSITY LIBRARY AND OF CENTRAL LIBRARY SERVICES

409. This recommendation affects the relationship between the Director of the University Library and the Libraries Council. We consider that it would be inappropriate to have more than one Higher Officer responsible to the Council, since the overlap of functions would present serious difficulties. We recommend, therefore, that the overall responsibility for the work of the Libraries Council should reside in one Higher Officer under some such title as Director of Central Library Services.

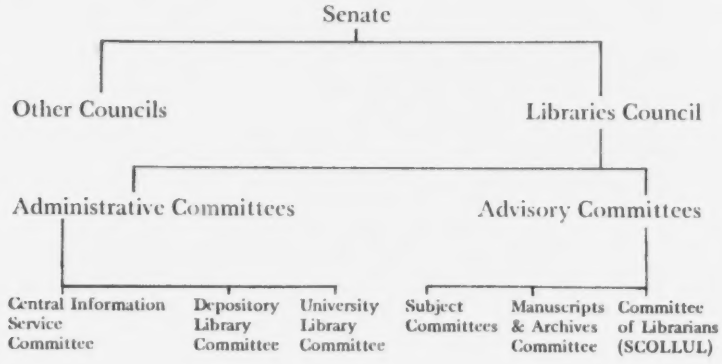
410. The Director would, of course, require highly qualified deputies, one for the administration of the University Library, and one for the administration of the other central library services. The first of these posts might involve some adjustment in the staff structure of the University Library. The second would be a new appointment and we recommend that this should be a senior administrative appointment in the professorial range.

VII. COMMITTEES OF THE COUNCIL

411. The Libraries Council will need to establish a number of committees in addition to the University Library Committee, a Depository Library Committee, and a committee on central information services. We have already suggested the setting up of committees to advise the Council on the rationalization of library resources in individual subjects or in groups of subjects. The general structure and function of these committees have been outlined in Chapter III, paras. 103-105, but their number and form is a matter that we believe should be left for further consideration by the Libraries Council.

412. We have referred to the Standing Conference of Librarians of the Libraries of the University of London (SCOLLUL) which was founded in 1955 (para. 36). This body has done much, on an informal basis, to achieve measures of co-operation between libraries in the University. We recommend that SCOLLUL receive formal recognition as an Advisory Committee of the Libraries Council.

413. The committee structure would be as follows:



IX

FINANCE AND ACCOMMODATION

I. LIBRARY FINANCE IN GENERAL

414. In the preceding chapters very little has been said on the financing of libraries in general and on the cost of implementing the proposals of this Report.

415. An Interim Report which we were invited to prepare in 1970 contained provisional estimates of the financial implications of our proposals. These estimates, revised as set out below, have been incorporated in the University's quinquennial submission for 1972-77.

416. Our interim submission drew attention to four points which we believed to be crucial for libraries in the quinquennium 1972-77:

(a) a precondition of maintaining, let alone improving, the efficiency of library services in the quinquennium 1972-77 is the achievement in real terms of the 20 per cent increase in library expenditure by 1972 indicated by the University Grants Committee in its Memorandum of Guidance for 1967-72;

(b) account must be taken of the fact that the increase in the price of books and periodicals has far outstripped the general increase in prices;

(c) the University Grants Committee should be asked to consider whether means can be found to provide promptly for increases in book grants to match increases in the prices of books and periodicals;

(d) major advances are to be expected in the modernization and computerization of library operations, and it is essential that libraries should be able to keep pace.

417. Since each institution in the University is responsible for providing money for its library, it is not for us to make specific recommendations, except perhaps in the case of central libraries for which the Libraries Council will assume the responsibility. But we wish to draw attention to certain general matters.

418. The proportion of total University expenditure devoted to libraries over the last five years has been:

1965-66:	3.4%	1967-68:	3.3%[1]	1969-70:	3.3%
1966-67:	3.2%	1968-69:	3.3%		

1. Given in *Statistics of Education*, vol. vi, 1968, as 6.9%, owing to a misprint.

This proportion[2] shows a remarkable stability, despite the apparent absence of any control mechanism.

419. In the *Report of the Committee on Libraries* of the University Grants Committee,[3] it was suggested that the annual cost, based on a model proposed by SCONUL, of library provision in a university of medium size would amount to about 6 per cent of the budget of such a university. The Committee observed that it would be undesirable and impracticable to impose standards centrally, but stated: 'we believe that this represents a standard below which British university libraries should not be allowed to fall'. The University of London is, of course, not a university of medium size, but it appears to us that for this University a desirable minimum for the libraries must be well above 3.3 per cent.

420. In reaching this conclusion we have not ignored the rich resources of the London area in general. We believe that, while this is a highly relevant factor, it is not of sufficient weight to justify the present low figure.

421. The reasons for this belief are, first, that, so far as undergraduate studies are concerned, the requirement of self-sufficiency in the Schools and in the University generally makes the position of this University no different from that of others; and secondly, that, so far as research provision is concerned, a number of libraries of the University are called on to perform a national, and even an international, role which can only be sustained by a high level of expenditure.

422. This latter fact is partly reflected in the higher proportions of expenditure on libraries in, for example, the London School of Economics (7.5 per cent) and the School of Oriental and African Studies (8.7 per cent). To reach an overall figure of 3.3 per cent for the University as a whole these relatively high figures must be offset by unacceptably low figures in some other libraries. It is emphatically not our intention to suggest that the highly developed libraries should spend less; we think, however, that the overall proportion of 3.3 per cent should be increased by a higher level of expenditure in the other libraries. In some instances this expenditure seems to us clearly inadequate to meet undergraduate

2. This is the percentage of *total* library expenditure. Of this total, approximately one-third is spent on books and periodicals.

3. para. 621.

and research needs, even allowing for the rationalization of resources and the two-tier structure of library provision in the University. We recommend that a higher proportion of the expenditure of the University be allocated to libraries.

423. Given the two-tier structure of the University, it is difficult to establish any criteria by which to judge how much should be apportioned to central provision and how much to School provision. In 1969-70 the central provision (including the University Library, the Depository Library and the Institute libraries) accounted for 27.4 per cent of total library expenditure of the University. On the basis of present operations a proportion of approximately this size appears not unreasonable.

II. FINANCE OF THE UNIVERSITY LIBRARY

424. We comment in slightly more detail on the expenditure of the University Library. The returns of the University Grants Committee do not show this under a separate heading, but include it under the heading 'Central University'. The total figure under this heading for 1969-70 is £253,392, but this figure is greatly inflated by the inclusion of items relating to the Depository Library and to other central library activities. The expenditure on the purchase of books and periodicals by the University Library in 1969-70 was £68,103. We believe that this sum was quite inadequate.

425. Moreover, there is a marked trend in the recent returns on 'Central University' library expenditure expressed as a proportion of Senate expenditure (excluding Institutes). The figures are:

1965-66: 9.0%	1967-68: 7.6%	1969-70: 7.0%
1966-67: 8.5%	1968-69: 7.5%	

We note the decreasing expenditure on a percentage basis in respect of the University Library, but fully appreciate that new central services, including computer services, have come into operation during the period.

426. The development of the activities of the Libraries Council will necessarily increase the expenditure under 'Central University' library expenditure in future years, but this must not be allowed to disguise the trend in relation to the University Library. We suggest that in future years the returns for the University Library should be made a separate item.

III. FINANCE OF THE LIBRARIES COUNCIL

General Observations

427. The estimates of expenditure for the activities of the Libraries Council are given below. Before presenting them in detail, we wish to relate this expenditure to total University expenditure on libraries.

428. The proposed annual estimate for the Libraries Council in 1972-73 is £91,500. Of this, however, £50,000 would be passed as ear-marked grants to libraries of the University. Of the remaining £41,500 by far the greater part would be expenditure designed to obviate expenditure by individual institutions (for example, the Central Information Service) or to provide them with better facilities (for instance, union catalogues). The money, however, must be found, not by curtailing library grants in Colleges, Schools and Institutes, but by an increased expenditure on libraries in general.

429. We do not wish to imply that an overall proportion of 4.0 per cent of total University expenditure would necessarily be adequate, but if the proportion were increased from 3.3 per cent to the present national average of 4.0 per cent, the result would be approximately as follows. For purposes of a rough calculation it is assumed that in 1972-73 total University expenditure is £70 million. 0.7 per cent of this is £490,000. Thus the total expenditure on the Libraries Council's activities would account for less than 20 per cent of the increment, and more than half of this would be applied to the purchase of books and periodicals in the libraries of the University.

Staff

(a) *General Activities*

430. We have made a number of recommendations in the course of this Report on the appointment of staff to support the general activities of the Libraries Council. We now bring these together, and add recommendations for supporting administrative and clerical staff. We regard all appointments as library staff appointments, and, in spite of our comments in Chapter VII, we have adopted the grading at present appropriate to University Library staff.

(i) Senior Administrative Officer

431. A Senior Administrative Officer will be required to take

day-to-day control of the operations of the Council, including the Central Information Services, but excluding the University Library. The officer will be deputy to the Director of Central Library Services, but the post is one of great responsibility and we recommend that it should be in the professorial range.

(ii) Senior Assistant Librarians

432. We recommend the appointment of an experienced systems analyst (Chapter VI, paras. 283, 288). This appointment should be in the grade of Senior Assistant Librarian and should be made as soon as possible. The officer will work in conjunction with a team from the Management Systems Department. We understand that the University Library has included in its quinquennial estimates a sum to provide two members of staff to work as part of this team. This is essential, if only one appointment is made by the Libraries Council. We recommend the appointment of a Senior Assistant Librarian to assist in the general activities of the Council, particularly those specified in Chapter VIII, para. 406 (c) – (e). The appointment can be deferred to the second year of operation.

(iii) Assistant Librarians

433. We recommend the appointment of two Assistant Librarians to assist in the general activities of the Council – one as soon as possible, the other two years later. We also recommend the appointment of two other Assistant Librarians, one to supervise the activities of the Depository Library (Chapter VI, para. 345) and one to undertake the cataloguing of manuscripts and archives (Chapter V, para. 260).

(iv) Executive Officers

434. We recommend the appointment of a secretary in the grade of Senior Executive Officer, and two clerical (or library) assistants.

(b) *Central Information Service*

(i) Senior Information Officer

435. We recommend the appointment of a Senior Information Officer in the Deputy Librarian grade to develop the Central Information Service (Chapter VI, para. 318).

(ii) Other Officers

436. We also recommend that a team of five information officers and four clerical officers be appointed during the quinquennium 1972-77. Our recommendation for priorities in these appointments is shown in the summary below.

Equipment

(a) *General Activities*

437. The Libraries Council will require equipment of various kinds. The office equipment would be of normal type but the equipment for research and development would be a major item. We have noted in paras. 283 and 288 the need for research into the improvement of efficiency in cataloguing procedures, and, with the development of mechanization, this will be a continuing need. Our estimate for supplementary provision, necessary to cover office equipment and such items as printing, stationery, and mechanization equipment and the development costs of union cataloguing, is an annual sum of £5,000.

(b) *Central Information Service*

(i) General Equipment

438. The annual equipment grant will cover general office equipment and tape-typewriters. The priorities are shown in the summary below.

(ii) Subscriptions to Information Agencies

439. We stated in Chapter VI, para. 322, that it has not been possible to estimate with any precision the cost of subscriptions for computer tapes supplied by information agencies outside the University. We have allowed a sum of £4,000 rising to £8,500 per annum, as shown in the summary below.

(iii) Non-recurrent Grant for Computer Equipment

440. On the assumption that the Service will make use of the computer facilities of the Computer Centre, we have made a tentative estimate, in the summary below, of the capital equipment that will be necessary.

The Council's Fund

441. We recommend that there should be a central fund at the disposal of the Council, the purpose of which is explained in Chapter VIII (paras. 402, 407). A sum of £50,000 per annum appears to us to be a minimum amount for this purpose. Such an allocation would probably be sufficient initially to stimulate co-ordination of policies on acquisitions, while libraries would retain overall freedom to develop their collections in accordance with users' needs. Grants from this fund would, of course, be spent by individual libraries on books and periodicals.

Accommodation

442. Since the operation of the Council as a central activity will be concerned with the development of library resources and information services for the University as a whole, it will require office accommodation within or near the Senate House. In the early stages some of this accommodation could probably be improvised. The union cataloguing activities might be housed in the University Library, and office space made available at the Depository Library. The additional members of staff will require office accommodation of the order of 2,000 sq. ft. As a short-term measure this might be found in any vacant premises close to the Senate House, but in the longer term, it would be desirable to plan accommodation in conjunction with any extension of the University Library.

IV. SUMMARY OF FINANCIAL IMPLICATIONS

(a) General Activities of the Libraries Council

(i) Staff

1972-73	Senior Administrative Officer (professorial range)	£5,000	
	Senior Assistant Librarian	3,300	
	2 Assistant Librarians	4,200	
	1 Senior Executive Officer	1,700	
	2 Library Assistants	2,200	£16,400
1973-74	Senior Assistant Librarian	3,300	
	1 Assistant Librarian	2,100	21,800
1974-75	1 Assistant Librarian	2,100	23,900
1975-76			23,900
1976-77			23,900

Note: These are approximate figures and take no account of increments.

(ii) Equipment

1972-73	£5,000
1973-74	5,000
1974-75	5,000
1975-76	5,000
1976-77	5,000

(iii) The Council's Fund

(for books and periodicals for allocation to individual libraries for specific purposes.)

1972-73	£50,000
1973-74	50,000
1974-75	50,000
1975-76	50,000
1976-77	50,000

(b) Central Information Service

(i) Staff

1972-73	1 Senior Information Officer	£4,000	
	2 Information Officers	6,600	
	2 Clerical Officers	2,200	£12,800
1973-74	As in 1972-73		12,800
1974-75	1 Information Officer	3,300	
	1 Clerical Officer	1,100	17,200
1975-76	1 Information Officer	3,300	
	1 Clerical Officer	1,100	21,600
1976-77	1 Information Officer	3,300	24,900

Note: These are approximate figures and take no account of increments

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(ii) Equipment

1972-73	£3,300
1973-74	1,100
1974-75	850
1975-76	850
1976-77	3,300

(iii) Subscriptions to Information Agencies outside the University

1972-73	£4,000
1973-74	4,000
1974-75	6,000
1975-76	7,500
1976-77	8,500

(iv) Computer (non-recurrent)

No precise estimate can at present be given, but the amount required cannot be less than £130,000.

Note
The following is a tentative list of the type of equipment which might be required. Additional charges would be maintenance at 5% per annum and insurance.

Key punch	£ 1,500	Special print chain	£ 200
Control box	10,500	Magnetic tape system	26,000
Console	1,000	(4 decks)	
Card reader	9,500	Disc system (3 control)	62,000
Card punch	7,000	Connecting lines &	2,000
Line printer	25,000	switches	

X

SUMMARY OF MAIN RECOMMENDATIONS[1]

THE LIBRARIES COUNCIL

443. A Libraries Council should be established as a Council of the Senate, to secure the development of the library resources of the University on the most rational lines, to discuss and recommend measures for co-operation and co-ordination with the library resources of the London area in general, and to have responsibility for the central library services of the University. This responsibility should include the University Library (at present under a Library Committee of the Senate), the Depository Library (at present under a Committee of Management of the Senate), and a range of new services, such as the provision of union catalogues and of information services, that can best be developed centrally. The Libraries Council would not, of course, have direct control over the libraries of Colleges, Schools and Institutes, which must remain the responsibility of the individual institutions and receive their financial support through them. But the Council should have funds at its disposal to stimulate, by relatively small, supplementary, ear-marked grants, the rationalization of library resources. (para. 56)

444. The Libraries Council should be constituted as follows:

(a) The Vice-Chancellor, the Principal, the Director of Central Library Services;

(b) Four persons nominated by the Academic Council, two of these being members of the Academic Council;

(c) Four persons nominated by the Collegiate Council, two of these being members of the Collegiate Council;

(d) Two members of the External Council nominated by the External Council;

(e) Six other persons, of whom three should be librarians in institutions of the University and one nominated by the Board of the British Library (subject to the Board's agreement).

Some of the persons nominated by the Academic and Collegiate Councils should be librarians and the librarian membership as a whole should be representative of the various types of library in the University. (para. 401)

1. This summary does not follow the order of the recommendations in the preceding chapters, but groups them by topics. A number of lesser recommendations and suggestions are omitted.

445. The functions of the Libraries Council should be:
(a) to advise the Senate on all aspects of library policy, including the co-ordination of the library facilities and resources of the University as a whole, and on the financial needs of libraries generally;
(b) to promote the co-ordination and rationalization of the acquisition, use and storage of material as between the libraries of the University, and between them and other libraries of the London area;
(c) to be responsible for the central library and information services of the University, including the University Library and the Depository Library;
(d) to be responsible for research relating to the development of such central services. (para. 402)

446. The Council should be available for consultation on library accommodation, buildings and equipment both to individual institutions of the University and to the Court. (para. 403)

COMMITTEES OF THE COUNCIL

447. The Council should appoint committees as follows:
(a) Administrative:
University Library Committee. (para. 408)
Depository Library Committee. (para. 347)
Central Information Service Committee. (paras. 314, 452)
(b) Advisory:
Subject Committees. (paras. 103-105)
The subjects for which committees are necessary, as, for example, Classics (para. 138) and Medicine (para. 256), are a matter for the decision of the Council.
Manuscripts and Archives Committee. (para. 273)
Standing Conference of Librarians of Libraries of the University of London (SCOLLUL). (para. 412)

THE COUNCIL'S STAFF

448. The overall responsibility for the work of the Libraries Council should reside in one Higher Officer under some such title as Director of Central Library Services. (para. 409)

449. The Director should have two highly qualified deputies, one for the administration of the University Library, and one for the administration of the other central library services. The first of these posts might involve some adjustment in the staff structure of the University Library. The second would be a new appointment in the professorial range. (para. 410). (For recommendations concerning other staff appointments see paras. 431-436.)

THE COUNCIL'S FUND

450. There should be a central fund at the disposal of the Libraries Council. Annual allocations from this fund would act as a regulator to stimulate the specialization of different libraries in different subjects, would enable individual libraries to acquire expensive material which would otherwise be beyond their means, and would assist in the transfer of material between libraries. A sum of £50,000 per annum is the minimum amount for this purpose. (paras. 407, 441). (For recommendations concerning the financing of the activities of the Libraries Council in general see paras. 427-442.)

THE COUNCIL'S OFFICES

451. Accommodation for the activities of the Libraries Council must be found in or near the Senate House, and should be planned in conjunction with any extension of the University Library. (para. 442)

CENTRAL INFORMATION SERVICE

452. A Central Information Service should be established under the Libraries Council, staffed by experienced information officers, and having access not only to the conventional bibliographical apparatus but also to all the computerized sources of information, national, international, and internal to the University, as well as to the necessary computers. (para. 314). It should also provide an information service on translations. (para. 374). (For recommendations concerning the staffing and financing of the Service see paras. 435-440.)

CENTRALIZED ORDERING, PROCESSING AND CATALOGUING

453. The Libraries Council should conduct a study of the feasibility, costing and operation of a centralized book-ordering system based on a central processing unit working in conjunction with Dillon's University Bookshop. (para. 282)

454. The Libraries Council should initiate, in conjunction with the University Management Systems Department, the University Library and other libraries, a detailed feasibility study of the alternatives of, on the one hand, the total (or even the partial) centralization of both acquisitions and cataloguing, and, on the other, of cataloguing alone. (para. 288)

UNION CATALOGUES

455. The Libraries Council should initiate the production of a computer-based union catalogue of periodicals. This would facilitate the production at will of subject lists of periodicals, as well as of current periodicals lists of individual libraries. (para. 293)

456. High priority cannot be given to the formation of a general retrospective union catalogue. (paras. 291, 292) But the Libraries Council should investigate the means of forming a union catalogue of current acquisitions. (paras. 288, 290)

457. The Libraries Council should initiate a union catalogue of some of the holdings of the University Library and the Institute Libraries. (para. 295). It should also consider the formation of a union catalogue of the holdings of the fine arts libraries of the University and of a comprehensive union catalogue of Byzantine materials. (paras. 122, 138)

458. The Libraries Council should sponsor the compilation and publication of a summary guide to manuscript collections within the University and should initiate discussions also on the preparation of a catalogue of individual manuscripts. (para. 260)

459. The Libraries Council should undertake a union catalogue of audio-visual materials (new media) available in the libraries of the University. (para. 361)

SURVEYS AND RESEARCH

460. The Libraries Council should undertake a systematic review of the holdings of little-used material in science and technology in the libraries of the University, particularly of the back-runs of the older periodicals, so that a rational and economic policy may be pursued. (para. 213)

461. The Libraries Council should organize surveys and statistical and other fact-finding exercises relating to the libraries of the University, since there are many problems which can be solved by the Council only in the light of fuller information. (para. 406). (See also paras. 453, 454, 456, 482, 494, 496, 503.)

LIBRARIES OF COLLEGES AND SCHOOLS

462. Colleges and Schools should be mainly self-sufficient in the provision of books for their undergraduate members. (paras. 58, 237). Multiple copies of standard books and monographs required by large numbers of students should be provided. (paras. 71, 237)

463. Undergraduates should not have a general right of access to all College and School libraries, but access should be given to them for reference purposes in particular subjects on the recommendation of their teachers. (para. 67)

464. It is essential to maintain the privilege that undergraduates from one College, who are attending classes in subjects mainly or wholly taught at another, should be allowed the free use of the relevant library resources of the College they are visiting. (para. 66)

465. Colleges and Schools should provide in their own libraries the basic texts and prescribed books required by those of their students who are attending classes in subjects taught elsewhere, but they should not attempt to build up comprehensive collections in these subjects. Inter-collegiate teaching implies the fullest use of the special resources of a particular institution, not their duplication. (para. 66)

466. More guidance could with advantage be given to undergraduates by members of the academic staff in the selection of the books they should buy. (para. 77)

467. Library instruction to undergraduates in Colleges and Schools should always be designed to cover not only the use of the library of their own School, but also other relevant resources both in the University and outside it in the London area. (para. 82)

468. When a particular subject, or a particular branch of that subject, is taught at a particular School only, postgraduate students from other Schools or Institutes, who are working with the teacher concerned for the 'taught' Master's degrees, should be given access to the relevant subject collection in the School library. This access should be a recognized element in the relationship between teacher, library and student. (para. 93)

469. Postgraduate students for 'taught' Master's degrees, in preparing their dissertations or essays, should be given access, as and when necessary, to the books and periodicals they require in the libraries of other Colleges and Schools or of Institutes, either directly, for specified periods, or by making them available on short-term deposit in another library of the University. (para. 94)

470. The extent to which a College or School library should develop its resources to meet the needs of advanced study and research within the School itself must vary widely. In some subjects School provision should be the primary research resource within the University. (para. 96)

471. Taking into account the future development of the Lyon Playfair Library at Imperial College and of the Science Reference Library and the National Lending Library for Science and Technology within the British Library, it is likely that rationalization in science and technology between the School libraries themselves and with the University Library can be most usefully considered on a local basis rather than for the London area as a whole. (para. 221)

472. In any reorganization of the medical Schools, the Libraries Council should assist in the co-ordination of the medical School libraries within each proposed group, both with one another and with the library services of the general Colleges with which they will be associated. (para. 238)

473. There should be a more positive policy of co-operation among the medical libraries of the Bloomsbury area and the University Library. (paras. 247, 249). Localized co-operation in other areas should also be developed. (para. 250)

474. The Libraries Council should initiate discussions on a common identity card and library ticket. (para. 376)

INSTITUTE LIBRARIES AND THE UNIVERSITY LIBRARY

475. The libraries of the Institutes are predominantly research libraries reserved, for the most part, for the use of the graduate student and the mature scholar, and limited to particular subject fields. The development of separately organized subject libraries within the University Library extends the central provision for research in subjects where no Institute library exists. (para. 96)

476. To co-ordinate the resources of the University Library and certain Institute libraries, *ad hoc* working parties should be established to consider closer working relationships. Those specifically recommended are:
Institute of Historical Research (para. 116),
Institute of Classical Studies and the Warburg Institute (para. 136),
Institute of Germanic Studies (para. 145),
Institute of Commonwealth Studies (para. 179),
Institute of Education (para. 192),
Medical libraries in the Bloomsbury area (para. 249).

477. The University Library should progressively become a reference library primarily, and only secondarily a lending library, providing a loan service mainly by the duplication of copies. (para. 62)

478. The University Library should discharge the function of providing the basic lending collection in those fields in which Institutes engage in undergraduate teaching – History of Art (para. 121) and Archaeology. (para. 130).

479. There should be a more extensive duplication of copies of books in demand in the University Library and a shortening of the period of loan. (para. 61)

480. There should be more seats for readers in the University Library, and longer hours of opening. (paras. 63, 64)

481. Further subject libraries should be organized within the University Library. Those specifically recommended are:
Law (to undergraduate level) (para. 70),
History of Art and Fine Arts (in conjunction with the Slides Collection) (para. 121),
Archaeology (para. 130),
English Studies (para. 141),
Romance Studies (para. 148),
Medicine and Biological Sciences (paras. 217, 248).

482. The Libraries Council should conduct a thorough survey of the extent to which the University Library's collections in science and technology are, and should be, used, and of the ways in which they should relate to the provision in the Schools of the University and elsewhere. (paras. 212, 216)

483. Every external student should have, as at present, the right of access to the University Library. (para. 87)

484. The University Library, in implementing an enhanced reference function by stages, should give particular consideration to the needs of external students for borrowing facilities and the extent to which improved or alternative provision can be made. (paras. 88, 90)

485. The Libraries Council should initiate discussions with the Council for External Students and the Council for Extra-Mural Studies on the possibility of a combination of a special external student loan collection and the Extra-Mural Library. (para. 89)

486. The Extra-Mural Library should be re-housed outside the University Library as a matter of urgency in such a manner as to ensure the continuance of the present relationship and its possible further development. (para. 91)

THE DEPOSITORY LIBRARY

487. The policy of the University should be to secure conditions for the development of co-operative storage in the Depository Library on a much larger scale than in recent years. (para. 343)

488. Little-used material in the medical libraries should be sent for co-operative storage in the Depository Library in the same way and on the same terms as for other libraries. (para. 254)

489. There should be a daily van service, telex communication and photocopying facilities for the Depository Library. (para. 343)

490. The staff of the Depository Library should be increased. (para. 345)

491. The building of the third phase of the Depository Library should be given very high priority. (para. 348)

THE LIBRARIES OF THE UNIVERSITY AND THE LIBRARIES OF THE LONDON AREA

492. A regular channel of communication must be established between the University and the British Museum Library (the British Library, when it is established) to ensure the closest co-operation between them. (paras. 39, 97, 401[e])

493. Discussions with the Board of the British Library should be initiated in due course on the possibility of an enhanced role for some libraries of the University – in particular those of the School of Oriental and African Studies and the London School of Economics. (paras. 173, 186)

494. The Libraries Council should enter into discussions with the Association of London Chief Librarians with the object of mounting an enquiry, not only into student use of the public libraries, but into the full extent of the interaction of the public and University libraries generally, so that joint or co-operative measures may be devised to alleviate difficulties and to rationalize library provision. (para. 80)

495. There has been little, if any, formal discussion on the possibilities of rationalizing academic library provision in the future, as the size and range of the libraries of the new universities, polytechnics and other institutions of higher education in the London area increase. This should be one of the functions of the Libraries Council. (paras. 53-56)

496. Recent events outside the University make it possible to consider the case for a bibliographic computer centre in London serving not only the University, but also the British Library (including the British National Bibliography). There would be many advantages in such an arrangement, and when the report of the British Museum ADP Project has been studied, an *ad hoc* working party should be established as soon as practicable to consider this matter. (para. 321)

ARCHIVES

497. Existing links between archivists and administrators in University institutions should be strengthened and consideration given to ways in which a general policy on the management of records and archives could be developed. (paras. 269, 270. See also paras. 447, 458)

AUDIO-VISUAL MATERIALS

498. A joint committee of the Libraries Council and the Audio-Visual Centre should be established to co-ordinate the development of audio-visual collections in the libraries of the University. (para. 360)

499. Libraries of the University, in establishing and developing new audio-visual resources, should consult with the Audio-Visual Centre on materials and equipment. (para. 353)

'SEMI-PUBLISHED' LITERATURE

500. The Libraries Council should give early attention to the problem of 'semi-published' material – report literature, pre-prints of conferences and the like. (para. 223)

ANCILLARY SERVICES

501. The University Library and the Institute of Historical Research should consider the possibility of amalgamating their binderies on the University site. Any spare production capacity which resulted should be used to undertake specialized work on behalf of other libraries of the University. (para. 365)

502. The staff of the Libraries Council should maintain an advisory service to libraries on the performance of commercial binding services. (para. 366)

503. The Libraries Council, in co-operation with the Library Management Research Unit of Cambridge University Library, should conduct further investigations on bindery organization and costs with a view to ensuring that the costs of existing binderies are kept as low as possible. Central binding services should be provided if they should prove to be economically and administratively possible. (para. 367)

504. A centralized service for the repair of manuscripts and archives should be established for the benefit of all University institutions, based on the existing repair shop in the University Library. (para. 266)

505. The role of the Chief Photographer of the University Library in providing an advisory service on photocopying should be formalized. (para. 371)

STAFFING OF LIBRARIES

506. There should be a greater degree of standardization in the grading and remuneration of senior library posts throughout the University. The common standard should be equivalence with academic teaching grades. (para. 383)

507. The Libraries Council should undertake the formulation of a systematic description and classification of the whole range of duties attached to senior library posts in order to furnish institutions with a guide in their assessment of gradings. (para. 384)

508. The Libraries Council should play an advisory role in the grading of posts of academic equivalence. (para. 385)

509. Posts of librarian in the professorial range and Reader's grade should be accorded a status equivalent to that of a University appointment so far as participation in University affairs is concerned, and such librarians should be eligible for nomination to the Senate and its standing committees. (para. 386)

510. The Libraries Council, in consultation with the appropriate authorities, should encourage the adoption of a common code of practice relating to qualification requirements and the level of appointments of Senior Library Assistants, and to their ultimate career prospects. (para. 391)

511. The system of description and classification of duties should be extended to the junior grades of library staff. (para. 393)

512. The Libraries Council should maintain liaison, through one of its officers, with secondary schools and Youth Employment Bureaux, so as to ensure a continuing supply of suitable applicants for junior posts. (para. 392).

513. The Libraries Council should seek to establish a common code of practice for pay and conditions of service for ancillary staff throughout the University. (para. 394)

514. The staff of the Libraries Council should have the duty, in

consultation with the Librarians of University institutions, of promoting and arranging staff interchange and secondment between the libraries of the University. (para. 395)

515. The Libraries Council should promote courses for library staff at all levels to ensure a wide understanding of the overall library system of the University and of London generally. (para. 396)

516. Senior staff should be given every possible facility for improving their academic and professional qualifications; and junior staff should be encouraged to improve their scholastic, professional and other qualifications. (para. 397)

517. The Libraries Council should seek to establish and maintain a recognized rate of pay for library graduate trainees throughout the University. (para. 398)

FINANCE OF LIBRARIES

518. The following points are crucial for libraries in the quinquennium 1972-77:

(a) a precondition of maintaining, let alone improving, the efficiency of library services in the quinquennium 1972-77 is the achievement in real terms of the 20 per cent increase in library expenditure by 1972 indicated by the University Grants Committee in its Memorandum of Guidance for 1967-72;

(b) account must be taken of the fact that the increase in the price of books and periodicals has far outstripped the general increase in prices;

(c) the University Grants Committee should be asked to consider whether means can be found to provide promptly for increases in book grants to match increases in the prices of books and periodicals;

(d) major advances are to be expected in the modernization and computerization of library operations, and it is essential that libraries should be able to keep pace. (para. 416)

519. A higher proportion of total University expenditure than the 3.3 per cent average of the years 1965-66 to 1969-70 should be allocated to libraries. (para. 422)

520. The level of expenditure on books and periodicals in the University Library is inadequate. (paras. 424, 425)

APPENDIX I

CO-OPERATION BETWEEN LIBRARIES

I. CO-OPERATION IN NATIONAL ORGANIZATIONS

National Central Library

1. The libraries of the University, other than those of three central Institutes possessing only small basic reference collections and five small medical libraries, participate in the national inter-library lending system based on the National Central Library. Generally speaking, they operate as 'outlier' libraries for special requests, and not all their holdings are incorporated in the national union catalogue.

British Union Catalogue of Periodicals

2. The Libraries of the University, except those of one small central Institute, one general College, three medical Schools and ten postgraduate medical Institutes, supply details of their current holdings of periodicals for inclusion in the *British Union Catalogue of Periodicals*. Not all holdings are included, however, because BUCOP now enters the holdings of 12 libraries only under each title.

AUT Conference on Library Co-operation

3. Five libraries in the University participate in the background materials scheme organized by the AUT Conference on Library Co-operation, the periods for which each library is responsible being as follows:

University Library	1560-1569
Bedford College	1847-1849
Birkbeck College	1834-1836
Queen Mary College	1615-1619, 1817-1819
University College	1820-1829

Standing Conference of National and University Libraries

4. Eight libraries in the University are in membership of the

Standing Conference of National and University Libraries (SCONUL):

University Library
Birkbeck College
Imperial College of Science and Technology
King's College
London School of Economics
Queen Mary College
School of Oriental and African Studies
University College

Participation of libraries of the University in the area groups set up under the aegis of SCONUL is as follows:

Latin American:

King's College
London School of Economics
University College

Orientalist:

London School of Economics
School of Oriental and African Studies

Slavonic:

School of Slavonic and East European Studies
London School of Economics
Queen Mary College
School of Oriental and African Studies

Standing Conference on Library Materials on Africa

5. Eight libraries in the University participate in the co-operative acquisitions scheme initiated by the Standing Conference on Library Materials on Africa (SCOLMA), under which member libraries have assumed responsibility for collecting current publications from particular countries or regions or, more exceptionally, in particular subject fields:

University Library

Liberia, Lesotho, Botswana, Swaziland

Institute of Advanced Legal Studies

South African law

Institute of Commonwealth Studies
Sierra Leone, Gambia

Institute of Education
South African education

King's College
Angola, Mozambique, Portuguese Guinea, São Tomé, Cape Verde Islands

London School of Economics
South African politics and economics

School of Oriental and African Studies
Algeria, Somalia, Mauritania, Morocco, Tunisia, Ethiopia, French Somaliland

London School of Hygiene and Tropical Medicine
Preventive and tropical medicine

II. CO-OPERATION IN THE UNIVERSITY OF LONDON

Standing Conference of Librarians

6. All libraries in the University are represented on the Standing Conference of Librarians of the Libraries of the University of London (SCOLLUL). The undergraduate medical and dental Schools and the postgraduate medical Institutes, however, are not represented separately, but by three Librarians in each of these two categories, chosen in rotation.

Union Catalogues of Periodicals

7. Early in its existence SCOLLUL sponsored two union catalogues of periodicals: *A union list of periodicals newly received by the . . . libraries of the University of London since 1st January 1955* (1957), and *Selected list of periodicals newly received by colleges, schools and institutes of the University of London, 1950-1959* (1960).

8. The University Library has played a prominent role in the production of union lists in specific subjects. The first, in Botany, was issued in 1954, and more recently the Library has issued, on behalf of SCOLLUL, union lists in Mathematics, Music, and Romance Languages and Literatures. These are given in full in the following section on Co-operation in Subject Areas.

III. CO-OPERATION IN SUBJECT AREAS

Agriculture

9. Wye College, geographically separated from the University as a whole, maintains a close liaison with the National Agricultural Advisory Service sub-station at Wye, with the East Malling Research Station (originally an out-station of Wye College itself), and with librarians of other libraries in the Canterbury area generally.

Botany

10. The University Library has compiled and issued a union list of periodicals: *Botanical periodicals in London libraries* (1954).

Byzantine Studies

11. Nine libraries in the University participate in the work of the Byzantine Library Committee, formed some nine years ago by a group of scholars who were impressed by the richness of the library resources in this field in London, but concerned at their haphazard distribution and at the lack of co-operation between the libraries holding them (see Appendix IV). Fourteen libraries have been members of the Committee, including Dr. Williams's Library, the British Library of Art of the Victoria and Albert Museum, and, latterly, the British Museum Library.

12. The libraries in the University which are involved, and their fields of responsibility, are as follows:

University Library

General

Courtauld Institute

Art

Institute of Classical Studies

General, historical, late classical

Institute of Historical Research

Historical sources

School of Slavonic and East European Studies

Eastern Europe and Russian

Warburg Institute

General

King's College

Specialized Greek material, Orthodox Church

School of Oriental and African Studies

Oriental and African

University College

General

13. This Committee is recognized by the British National Committee for Byzantine Studies sponsored by the British Academy, and has been responsible for a union catalogue of accessions of Byzantine material in the libraries represented. It has established working rules for the distribution of responsibility between libraries for the acquisition of new and expensive works.

14. The union catalogue of periodicals was issued by the Institute of Classical Studies: *A survey of periodicals relevant to Byzantine studies in several London libraries* (compiled by J.E. Southan, 1968).

Classics

15. The Institute of Classical Studies has produced a union catalogue of classical periodicals in fifty-three British libraries: *A survey of classical periodicals: union catalogue of periodicals relevant to classical studies in certain British libraries* (compiled by J.E. Southan, 1962).

Commonwealth Studies

16. The change in the nature of the Commonwealth and the growth of area and comparative studies have emphasized the need for increased co-operation in these areas. The library of the Institute of Commonwealth Studies is a member of SCOLMA, the South-East Asia Group and the South Asia Library Group, and has applied for associate membership of the Association of Caribbean University and Research Libraries. Under the SCOLMA specialization scheme, the library is responsible for collecting material

from Sierra Leone and The Gambia. On behalf of SCOLMA, the library, with support from OSTI, is engaged in revising and editing a *List of periodicals published in Africa,* due for publication in 1971. The Institute has already compiled and issued a *Union List of Commonwealth Newspapers* (1960).

17. Some specialization is organized on an informal basis with the Institute of Education, the London School of Economics, the School of Oriental and African Studies, and the Institute of Commonwealth Studies, in order to rationalize acquisitions as far as possible, but this is not easy in this particular field of studies.

Education

18. The libraries of the several university Institutes of Education have been engaged in co-operative schemes for many years. A union catalogue of books is maintained on cards at the Birmingham Institute library, and forms the basis for a system of inter-library lending. Books of historical interest (pre-1900) are purchased co-operatively, each library accepting responsibility for two periods; a union catalogue of these books has been published by the Library Association: *Sources for the history of Education* (edited by C.W.J. Higson, 1967).

19. There is also a co-operative scheme for the purchase of foreign works, involving those Institutes with studies in Comparative Education.

20. A union list of periodicals has been compiled, edited and typeset using a KDF 9 computer, at the University of Newcastle upon Tyne: *Union list of periodicals held in Institute of Education libraries as at 31st July 1968* (edited by J.M. Smethurst, Oriel Press, 1968).

21. The institute librarians collectively provide the index entries for current British educational periodicals for the *British Education Index,* edited by the Librarian of the Leeds Institute and published by the British National Bibliography.

22. Within the University, the Institute of Education participates in SCOLMA, and co-operates with the School of Oriental and African Studies and the School of Slavonic and East European Studies in the purchase of material relating to their areas. Through its Area Library Service, the Institute Library also acts to co-ordinate some of the co-operative activities of the libraries of colleges of education in the University of London Area Training Organization.

Germanic Languages and Literatures

23. The Institute of Germanic Studies has compiled and issued the *Union list of periodicals dealing with Germanic Languages and Literatures in the University Library and in libraries of the Colleges and Institutes of the University* (1956).

Latin American Studies

24. The following libraries specialize in the field of Latin American studies, in accordance with the recommendations of the Joint Committee of the Academic and Collegiate Councils on Latin American Studies (1966) for the allocation of the earmarked grant provided by the University Grants Committee for this subject field:

University Library

Bibliographies, maps, periodicals, music, general

Institute of Advanced Legal Studies

Law

Institute of Archaeology

Archaeology

Institute of Education

Education

Institute of Historical Research

Historical sources

Bedford College

Geography

King's College

Literature

London School of Economics

Politics, economics, sociology

Queen Mary College

Literature

School of Oriental and African Studies

Amerindian languages

University College

History, geography, economics, colonial literature, anthropology

London School of Hygiene and Tropical Medicine

Medicine

25. The Institute of Latin American Studies maintains a small basic reference collection, and compiles a union catalogue of books and periodicals relating to Latin America in British libraries. This contains details of the current acquisitions of nearly forty libraries, and is being expanded to include their retrospective holdings. *The British Union Catalogue of Latin Americana: new Latin American Titles* is published three times a year. The Institute has also compiled and issued a catalogue of periodicals: *Latin American periodicals: a union list of the holdings of six British Universities* (edited by Bernard Naylor, 1970).

26. In co-operation with the School of Oriental and African Studies, the Institute of United States Studies, the Institute of Germanic Studies and the City University, the Institute of Latin American Studies subscribes to the proof sheet service for the catalogue entries of the United States Library of Congress. Cards are divided according to subject interest, and those which relate to Latin American studies are filed in the union catalogue. Some are copied and distributed to other libraries of the University which may be interested in particular items, in respect of those fields for which they were allocated funds by the Joint Committee on Latin American Studies.

27. A committee of librarians, with the Librarian/Bibliographer of the Institute as its secretary, co-ordinates the acquisition of materials. The Institute undertakes the circulation of specimen copies of journals to interested libraries, in order to rationalize the taking out of subscriptions, and also acts as a clearing house for deciding which library shall undertake the purchase of very expensive items.

Law

28. Co-operation in library provision in law dates back to 1924, when the Inter-Collegiate Law Committee adopted a proposal of the Provost of University College that the three schools then

teaching the subject – King's College, the London School of Economics and University College – 'should unite in supplying and maintaining one law library in common instead of three separate libraries as at present', and that, as regards the literature needed for the more specialized aspects of the LL.B. course, 'that college which gives the instruction in a particular subject should supply in its library the necessary and appropriate books'. With the increase in student numbers during the post-war years, undergraduate teaching on an inter-collegiate basis came to an end and it was generally agreed that the four Schools now teaching law at this level must provide the literature to support undergraduate studies in their own libraries.

29. There remains, however, a significant degree of rationalization of library holdings in law at research level, which may be summarized as follows:

Institute of Advanced Legal Studies

English, Scottish and Irish law, Commonwealth law (including Roman-Dutch law but excluding Oriental and African law other than in western languages), western European law, United States law (in collaboration with the Middle Temple Library), Latin American law, public and private international law, comparative law, air and space law

Institute of Historical Research

English legal history (sources)

King's College

French and German law, eastern European law, air and space law

London School of Economics

United States law, French law, eastern European law, Latin American law (legislation and reports), primitive law, jurisprudence, public and private international law, comparative law, air and space law

School of Oriental and African Studies

Indian, Pakistan and Burman law, other Asian law, African law, law of non-British tropical colonies

University College

Roman law, eastern European law, public international law, air and space law

30. The Institute of Advanced Legal Studies has issued the following union catalogues of legal literature: *Union list of legal periodicals; a location guide to holdings of legal periodicals in libraries in the United Kingdom* (3rd edition, 1968); *Union list of Commonwealth and South African law; a location guide to Commonwealth and South African legislation, law reports and digests held by libraries in the United Kingdom at May 1963* (1963); *Union list of United States law literature in Oxford, Cambridge and London* (2nd edition, 1967); *Union list of air law literature in libraries in Oxford, Cambridge and London* (1956. Revised edition in preparation); *Union list of west European legal literature; publications held by libraries in Oxford, Cambridge and London* (1966).

Mathematics

31. The University Library has compiled and issued a *Union list of periodicals on Mathematics and Allied Subjects in London libraries* (Second edition, 1968).

Medicine

32. The medical librarians of the University have collaborated in the production and publication of a union catalogue of current periodicals: *List of current medical periodicals taken by the London Medical Schools and Institutes of the University of London* (St. Bartholomew's Hospital Medical College Library, 1957).

Music

33. The University Library has compiled and issued the *Union list of periodicals in Music in the libraries of the University of London and some other London libraries* (compiled by M.A. Baird, 1969).

Oriental and African Studies

34. The School of Oriental and African Studies plays a prominent part in several formal and informal groupings of librarians (and, in most instances, of scholars as well) interested in the librarianship and bibliography of Africa and Asia. Most of these groups were in fact set up on the initiative of the School,

and some other libraries in the University also send representatives to meetings of most of the groups. The names of the groups are as follows:

SCONUL Orientalist Libraries Group
Standing Conference on Library Materials on Africa (SCOLMA)
Middle East Libraries Committee
South Asia Library Group
South-East Asia Library Group
China Library Group
Japan Library Group
Central Asia Library Group
Byzantine Library Committee.

35. Within the University, opportunities for co-operation with other libraries in these fields are to some extent limited, because, in general, the School of Oriental and African Studies is the only library which regularly buys books in various Oriental languages. There are rare exceptions, however, and in the event of another library acquiring a book in an Oriental language which it is unable to catalogue, the School will provide cataloguing data.

36. Books in Egyptian and Coptic and books on Egyptology and the history of pre-Islamic Egypt are not bought by the School, the responsibility for building collections of these resting with University College. Books in all languages on education are left to the Institute of Education, except insofar as they may have an historical, ethnological, linguistic or other aspect that would make them interesting to the library of the School of Oriental and African Studies.

37. A national *Union Catalogue of Asian Publications* was inaugurated by the School in 1965 and published in four volumes in 1971. Supplementary volumes are to follow.

Palaeography and Incunabula

38. One of the earliest examples of co-operation between the libraries of the University led to the publication of a union catalogue of works in palaeography: *Catalogue of Works dealing with the Study of Western Palaeography in the Libraries of the University of London, at its Central Buildings and at University College and at King's College* (edited by J. Wilks and A. D. Lacey, 1921). More recently the University Library compiled and issued a handlist of incunabula in the libraries of the University: *Incunabula in the libraries of the University of London* (1964).

Romance Languages and Literatures

39. The University Library has compiled and issued the *Union list of periodicals in the Romance Languages and Literatures in British National, University and Special Libraries* (1964).

United States Studies

40. There has long been a degree of *de facto* specialization among those libraries of the University which are concerned with United States studies. This specialization may be summarized as follows:

University Library

General (particularly the former library of the United States Information Service in London)

Institute of Advanced Legal Studies

Law

Institute of Education

Education

Institute of Historical Research

Historical sources

King's College

Literature, colonial and military history

London School of Economics

Economics, politics, law, sociology, the official publications of certain major States of the United States, United States government publications

University College

History, 'little magazines'

41. These libraries provide data relating to their American holdings for incorporation in a union catalogue compiled at the Institute of United States Studies, which also includes entries for the current accessions in this field received by the British Museum Library, the National Central Library and the Library of the City University.

42. The Institute also collects information on the purchase by 25 university libraries of United States material costing more than $500 or, for libraries of the University of London, more than $100.

Other Subject Fields

43. There are many other instances of co-operation between the libraries of the University in various subject-fields, wide and narrow. Some of these, like certain of the schemes already described above, are not confined to the University of London, but may include libraries in the London area or the rest of the country. Most, however, have been developed informally between two or three libraries of the University which have common interests; not all are fully documented, and some still exist on an *ad hoc* basis. Four examples may be given as typical of the kind of local co-operation which has developed in this way:

Economics

University Library (before 1850)
London School of Economics (since 1850)

Ecclesiastical History

University Library
Institute of Historical Research
King's College

English Local History

University Library
Institute of Archaeology
Institute of Historical Research
University College (London history)

'Little magazines'

University Library
King's College
University College

University Summer Schools

44. The University Library, the Courtauld Institute of Art and King's College co-operate regularly in the provision of library

facilities for the students of the Summer Schools organized by the Department of Extra-Mural Studies, while other libraries, notably those of Birkbeck and University Colleges, provide material when called upon to do so.

APPENDIX II

SAMPLE SURVEY OF BOOK AND PERIODICAL HOLDINGS OF THE UNIVERSITY LIBRARY AND INSTITUTE LIBRARIES

The purpose of the Survey was to ascertain, within reasonable limits of error, the degree of duplication of holdings in the libraries.

The method adopted for books was to select four suitable four-letter combinations (BECK, LIVI, MORT, TILL) and ask for records of all main author entries in catalogues under these letters. All entries for books in science, technology and medicine in the University Library sample were excluded. The sample was not quite random, partly because it was clearly necessary to have combinations that would provide a useful number of entries, covering all languages, and partly because a truly random sample would have involved far more staff-time than was available. The sample was not large enough to reflect accurately the relative sizes of all the libraries. Nevertheless, there is no reason to doubt that it provides a fairly reliable guide to the extent of duplication.

The significant points that emerge from the analyses are:

(a) the extent of duplication does not appear to be excessive;
(b) the proportion of duplication of volumes is significantly higher than the proportion of duplication of titles; this is presumably accounted for by the probability of finding multi-volume reference works and standard editions in a number of libraries;
(c) the greatest areas of overlap occur between the University Library, the Warburg Institute and the Institute of Classical Studies, and between the University Library and the Institute of Education.

For periodicals, titles beginning with the letters A, B and J were chosen. The holdings of each library were compared with the University Library, and certain pairs of libraries with each other. The latter exercise gave results that were considered interesting enough to make a complete check of all titles worth-while.

Analysis of Holdings by Title

	Total	U.L.	Arch.	Class.	Comm.	Court.	Ed.	Ger.	I.H.R.	Leg.	War.
LIVI	154	110	3	20	14	5	21	1	15	4	28
TILL	152	130	1	11	1	1	9	1	6	7	15
BECK	490	295	6	26	8	27	44	20	20	14	126
MORT	265	204	15	2	12	8	17	1	8	10	19
	1061	*739*	*25*	*59*	*35*	*41*	*91*	*23*	*49*	*35*	*188*

Analysis of Holdings by Volumes

	Total	U.L.	Arch.	Class.	Comm.	Court.	Ed.	Ger.	I.H.R.	Leg.	War.
LIVI	255	207	19	63	18	5	22	1	18	4	62
TILL	160	140	1	11	1	1	9	1	14	7	23
BECK	553	347	6	32	8	63	44	21	22	15	167
MORT	267	205	16	2	12	8	17	1	8	10	19
	1235	*899*	*42*	*108*	*39*	*77*	*92*	*24*	*62*	*36*	*271*

Analysis of Duplication

By Titles

	Total	Unique.	2 copies.	3 copies.	4 copies.	5 copies.
LIVI	154	111	22	18	3	—
TILL	152	128	20	4	—	—
BECK	490	413	61	14	2	—
MORT	265	236	25	4	—	—
	1061	*888*	*128*	*40*	*5*	—

By Volumes

	Total	Unique.	2 copies.	3 copies.	4 copies.	5 copies.
LIVI	255	164	35	39	17	—
TILL	160	128	20	12	—	—
BECK	553	434	67	50	2	—
MORT	267	238	25	4	—	—
	1235	*964*	*147*	*105*	*19*	—

Analysis of Holdings Between Different Libraries

	Titles		*Volumes*	
	Classics	U.L.	Classics	U.L.
LIVI	20	9	63	51
TILL	11	3	11	3
BECK	26	11	32	17
MORT	2	1	2	1
	59	*24*	*108*	*72*

	Titles		*Volumes*	
	Warburg	U.L.	Warburg	U.L.
LIVI	28	13	62	47
TILL	15	12	23	20
BECK	126	32	167	68
MORT	19	7	19	7
	188	*64*	*271*	*142*

	Education	U.L.	Education	U.L.
LIVI	21	16	22	17
TILL	9	3	9	3
BECK	44	9	44	9
MORT	17	2	17	2
	91	*30*	*92*	*31*

	Classics	Warburg	Classics	Warburg
LIVI	20	5	63	36
TILL	11	2	11	2
BECK	26	9	32	9
MORT	2	—	2	—
	59	*16*	*108*	*47*

II. PERIODICALS

Analysis of Holdings of Current Titles, excluding current scientific periodicals in the University Library, in letters A, B *and* J.

	Total	U.L.	Arch.	Class.	Comm.	Court.	Ed.	Ger.	I.H.R.	Leg.	War.
A	977	385	75	71	57	21	91	13	62	79	123
B	565	294	33	18	21	16	46	12	44	30	51
J	350	139	14	10	27	1	68	4	53	13	21
	1892	*818*	*122*	*99*	*105*	*38*	*205*	*29*	*159*	*122*	*195*

Analysis of Duplication of Titles

	Total of *different* titles.	Titles in 1 library only.	In 2 libraries.	In 3 libraries.	In 4 libraries.	In 5 libraries.	In 6 libraries.
A	744	551	147	32	7	5	2
B	415	322	64	21	6	1	1
J	230	154	58	12	4	2	—
	1389	*1027*	*269*	*65*	*17*	*8*	*3*

Analysis of Holdings between the University Library and Others (A, B *and* J)

University Library and one other library	216
two other libraries	50
three other libraries	17
four other libraries	8
five other libraries	3

Analysis of Actual Duplication for all Titles

University Library and Archaeology	119
Classics	147
Commonwealth	145
Courtauld	60
Education	250
Germanic	82
Historical Research	225
Legal	144
Warburg	252
Archaeology and Classics	101
Archaeology and Warburg	94
Classics and Warburg	150
Courtauld and Warburg	77

APPENDIX III

OVERLAP OF ACQUISITIONS BETWEEN THE LIBRARIES OF THE UNIVERSITY OF LONDON

(EXTRACTS FROM A REPORT OF THE LIBRARY MANAGEMENT RESEARCH UNIT OF CAMBRIDGE UNIVERSITY LIBRARY)

Introduction

In order to estimate the advantages of a centralized acquisition policy for the libraries of the University of London, a six month survey of the degree of overlap in book orders between 59 libraries was carried out. Special attention was paid to the percentage of multiple orders occurring and the percentage of overlap within a given time.

Method

It was estimated that 80,000 book orders would be despatched in the current year, so about 40,000 were expected for the six month period under survey, from 1 February 1970 to 31 July 1970. This implied a massive recording, sorting and filing operation and various methods of doing this were investigated. In the end the following method was used. The participating libraries were asked to send a copy of all their orders for the current week to the Research Unit. Each order was then recorded on a coloured filing card by author, the initials of the title (excluding articles and prepositions), the week, the library number and the country of publication, or, if the order mentioned no author, by the first word of the title followed by the initials of the remainder of the title, the week, the library number and country of publication. The colour of the filing cards was changed every four weeks. . .

The 'country of publication' category was divided into six groups:

(a) Probable British National Bibliography – this included North American publishers whose books regularly appear in B.N.B.;

(b) American – this excluded North American publishers on the B.N.B. list;

(c) English – works published in the English language by publishers outside Britain and North America;

(d) French language;
(e) German language;
(f) Other Roman alphabets.
No orders were processed for non-Roman alphabets.

The cards were then filed alphabetically under one of these six headings. Cards which contained only titles were filed separately from those containing author and title. Cards for the same publication were stapled together and placed in a corresponding duplicate file. Thus every new card would be checked against both the single and duplicate file to see whether the publication it represented had been ordered already.

At the end of the period of survey the files were cross checked between countries in case the same publication had been filed under two different country headings. Any doubtful entries which, from their similarity of lettering, might have been for the same publication were checked back against the original file of orders. There were surprisingly few cards of this sort.

After the first month the number of cards in each file was recorded and the results analysed. During the following five months a representative sample of current orders was recorded and filed. The results from the representative sample were compared with the results of the first month's analysis.

Choosing a representative sample

In order to cut down the amount of clerical work involved in recording all the orders received it was decided after the first month to take a representative sample.

All those orders which contained no personal authors were still recorded and filed as before, but, among the orders with personal authors, only those orders on which the surname of the first personal author began with the letter 'B' were recorded and filed. Since authors beginning with the letter 'B' represent 10 per cent of total authorship for British, American, French and German publications and about 8-9 per cent for Italian, Spanish and Slavonic publications[1], this meant a considerable reduction in recording and filing time. The validity of this sampling method was checked by comparing 'B' samples from the first month with the total number of cards recorded by personal author for that month.

1. Discovered through a check of national bibliographies and lists of books in print.

Results — First Month

The results for the first month are set out below.

During the first month of the survey 7,754 individual orders were recorded representing 7,330 titles. These orders were divided in the following way:

4,279	Probable B.N.B. titles	55.2%
828	American	10.7%
548	English	7.1%
655	French language	8.4%
486	German language	6.3%
958	Other Roman Languages	12.3%

Accessions by date (sample)

The probable B.N.B. titles were further broken down by date for the sample letter B, and of the 382 orders sampled

218	were for 1969 and 1970	57.1%
41	were for 1968	10.7%
42	were for 1965-67 inclusive	11.0%
22	were for 1960-64 inclusive	5.8%
23	were for pre-1960	6.0%
36	were of unknown date	9.4%

If it can be assumed that most of the orders of unknown date referred to most recent publications, then up to 66 per cent of the orders could be for 1969-70 publications.

Duplication

Out of the total number of 7,330 different titles ordered, 351 were ordered at least twice. Of these an estimated 315 were probable B.N.B. publications, and of these an estimated 274 were published during 1969 or 1970. . .

Of the 660 titles ordered by the University Library in the first month, 55 duplicated the orders of other libraries.

As the figures show, the duplication within one month is rather small: 94.4% of all orders were orders for different titles. In the probable B.N.B. section, 91.5% of all orders were for different titles and of the B.N.B. current titles (1969/70) it is estimated that about 87.5% would be different.

It should be pointed out that duplicate orders from the same library have been included, so the true duplication between libraries is slightly less.

A comparison of duplication occurring during weekly, fortnightly and three-weekly periods gave no evidence that duplicate orderings were other than random over this period.

Verification of the 'B' sample

The comparison of cards recorded for all personal authors and the sample of personal authors beginning with the letter 'B' is set out in Table 1.

Table 1

Source	Total Personal Author Sample	'B' Author Sample	% Ratio	Biblio-graphic Estimate
Probable B.N.B.	3,689	379	10.3	10.2
American	699	64	9.1	9.7
English	314	34	10.9	10.2
French	600	77	12.8	10.2
German	452	61	13.5	9.9
Other	800	100	12.5	9.0

Probable B.N.B., American and 'Other English' show a remarkable similarity to the expected percentages recorded from 1968 bibliographies. This is further borne out by the similarity in patterns of duplication. See Table 2.

Table 2
Comparison of 'B' author sample with total personal author sample

	No. of orders per title							
	1	2	3	4	5	6	7	TOTAL
Probable B.N.B.								
'B' Author Sample	328	21	3					379
Total Author Sample	3,159	205	26	5	3	0	1	3,689
American								
'B' Author Sample .	62	1						64
Total Author Sample	677	11						699
English								
'B' Author Sample	32	1						34
Total Author Sample	306	4						314
French								
'B' Author Sample	76	1	1					81
Total Author Sample	579	9	1					600
German								
'B' Author Sample	57	1						59
Total Author Sample	439	5	1					452
Other								
'B' Author Sample	90	6						102
Total Author Sample	772	14						800

The French and German and 'Other Language' departure from the expected percentage of cards lies within the limits of random error but another possible explanation is the procedure of ordering many works of the same author in the same week.

Results over the full six months

The purpose of extending the survey to complete a six month period was to check on the first month's results and to see whether the pattern of duplication altered with time.

It is estimated that 40,106 individual orders were sent out for 34,256 different titles.[2] The breakdown by publishing source is shown in Table 3. It will be seen that the percentages are very similar to those of the first month.

Table 3

Orders received over six months

Source	Total Titles	Total B Authors	Estimated Personal Authors	Estimated Total Different Titles	% by Country	First Month's % by Country
Probable B.N.B.	2,375	2,011	19,823	22,198	55.3	55.2
American	575	369	3,637	4,212	10.5	10.7
English	820	195	1,922	2,742	6.8	7.1
French	200	300	3,000	3,200	8.0	8.4
German	121	251	2,510	2,631	6.6	6.3
Other	653	447	4,470	5,123	12.8	12.3

Duplication

As would be expected, after six months the proportion of duplicated orders is greater. Of the 34,256 different titles ordered 4,146 titles were ordered at least twice, compared with 7,330 and 315[3] respectively in the first month. Of these 3,132 were for probable B.N.B. publications.

2. The small proportion of duplicate orders from the same library were counted as single orders this time.

3. This is the number of duplicates among *different* libraries in the first month as opposed to the total number of 351 duplicates.

In all cases the degree of duplication between orders with personal authors is much higher than between orders which are recorded by title only. This is shown in Table 4. For example, the B.N.B. 'B' author sample contains 77.8% different titles, but the 'by title' category contains 89.7% different titles. The most reasonable explanation for this effect is that orders with no personal authors are more likely to apply to specialized documents collected by one library only.

Table 4

Pattern of duplication

Source		Number of Times Ordered							Total Number of Orders	% of Orders for different Titles
		1	2	3	4	5	6	7		
Probable B.N.B.	B authors	1,263	205	62	18	7	4	3	2,011	77.8
	Titles	1,960	128	22	13	3	2	2	2,375	89.7
American	B authors	308	29	1					369	91.6
	Titles	547	11	2					575	97.4
English	B authors	167	9	2	1				195	91.8
	Titles	779	19	1					820	97.4
French	B authors	257	14	5					300	92.0
	Titles	198	1						200	99.5
German	B authors	224	10	1	1				251	94.0
	Titles	119	1						121	99.2
Other	B authors	395	20	4					447	93.7
	Titles	620	12	3					653	97.3

Duplication between libraries in the University

Of the estimated 3,957 titles ordered by the University Library in the period of six months an estimated 1,107 duplicated the orders of other libraries.

Comparison of six months' figures with the first month's

We can directly compare figures if we eliminate duplicate orders from the same library.

In this case after one month 95.2% of all orders were for different titles and after six months the figure was 85.4%.

For B.N.B. publications the figures were 92.9% and 79% respectively.

We have already mentioned that the duplication of orders within one month appeared to be at random. Can we say the same thing happens over a six-month period? Leo A. Goodman[4] has shown that, if two samples of different size are drawn at random from the same population, then the pattern of duplication in the larger sample can be estimated from the known pattern of duplication in the smaller sample. This estimate becomes less precise as the difference between the two samples increases. On the other hand it is relatively easy to predict the pattern of duplication of a small sample taken from a larger sample with a known pattern of duplication.

To all intents and purposes we can treat the number of books ordered over six months as the larger sample and the number of books ordered within one month as the small sample within it. If ordering is random over the six months then the pattern of duplication for the one month period calculated from the six month period should be the same as the observed pattern of duplication for that month.

We examined four areas of ordering: B.N.B. by personal author (represented by the 'B' sample), B.N.B. by title only, non-B.N.B. by personal author (represented by the 'B' sample), non-B.N.B. by title only.

The Chi squared goodness of fit tests showed that only B.N.B. publications ordered by 'Title Only' did not provide agreement between the observed and the calculated pattern of duplication. In other words, except for B.N.B. (probably official) publications with no personal authors, there is no discernible bunching of orders for particular titles over a six-month period. . .

Results

The results obtained do not provide much support for the idea of centralized acquisitioning. Even over a period of six months, only 20 per cent of the B.N.B. orders were not original orders. Another interesting result is the apparent randomness of ordering for most of the publications. If this holds for other systems it may be possible to predict from, say, only a month's orders the degree of duplication over long periods of time and even the degree of

4. Goodman, L.A. On the estimation of the number of classes in a population. *Annals of Mathematical Statistics* (vol. 20, 1949), p. 573.

catalogue overlap. This may be of particular interest in the study of the application of MARC tapes and in the study of catalogue overlap between large libraries.

Summary

In this paper we have outlined a method of measuring acquisitions overlap which we think could be used by any system of libraries considering a centralized acquisitioning policy.

When this method was applied to the libraries of the University of London it revealed comparatively little duplication of orders even over a period of six months. An examination of the change of duplication with time showed that most publications are ordered on a random basis even over a six-month period.

It is considered that any future examination of acquisitions overlap could be based on one month's orders.

APPENDIX IV

SUBMISSIONS BY BOARDS OF STUDIES AND COMMITTEES

I. BOARD OF STUDIES IN CLASSICS

The Board of Studies in Classics submits to the Committee on Library Resources in the University of London the following observations on the library provision for classical studies.

1. In any College of the University in which there is a Department of Classics, the College library will wish to provide for both the needs of undergraduate students and also general, as well as some special, research needs. The rationalization of library provision, therefore, depends in large measure on the rationalization of the teaching provision.

2. The main research collection of the University is and should continue to be, in the Institute of Classical Studies. The University Library has an important role to play in making supplementary provision for internal undergraduate students, and the sole provision for external undergraduate students, and also in providing research material of marginal, but often important, interest to classicists. The Institute Library should maintain close liaison with the University Library, with other Institute libraries (particularly the Warburg and Archaeological Institutes), and with the College libraries.

3. The Institute Librarian maintains a file giving locations of items that have proved difficult to find. This has worked well, and no great need is felt for a union catalogue of all holdings of libraries of the University. This would be an extremely costly undertaking, which would scarcely be justified for the needs of research workers in classics, particularly since the British Museum Library is so strong in the subject. It is possible, however, that a union list of current accessions would be of considerable use, if in due course the computer can be harnessed for the production of catalogue data at an economic cost.

4. The Union Catalogue of Classics Periodicals has proved very useful, but is now somewhat out of date. Again, if the mechanization of records can provide the means of issuing a current Union Catalogue of Periodicals in Libraries of the University,

either general or by subject interest, this would be valuable; particularly since the Union Catalogue of Classics Periodicals did not contain various journals and series of 'fringe' interest.

5. Co-operation in the selection of new acquisitions already exists in an informal way. The Institute Library maintains contact with the University Library, the Institute libraries and the College libraries. It is important that this co-operation should be strengthened to ensure that when a particularly expensive but useful book or series is published it should be bought by one or other of the library institutions in the University. An example of successful action is the purchase by the University Library of the publication of the catalogue of the holdings of the German Archaeological Institute at a price of £450. . .

6. There may be room for some economy and rationalization in the retention and storage of older material, as, for example, most of the pre-1800 editions of classical authors. Material of this kind, which is important but only in occasional demand, is to be found in most of the libraries with classics collections. The extent of the holdings and of the duplication is not known, and would need to be ascertained. If the duplication is found to be appreciable, it is possible that a valuable saving of space could be achieved by disposing of unwanted duplicates to other academic libraries. A list of particular editions which would have to be regarded as exceptions to any general rule regarding the treatment of pre-1800 material would have to be drawn up. For the rest a considerable part of this material could be placed in the Depository Library with little inconvenience to scholars, provided that it is available within 24 hours and the machinery for locating and recalling it on demand is efficient. In view of the fact that nearly all this material is available for reference use in the British Museum Library, the justification for the retention of collections of this character in the libraries of the University must be made. Firstly, the material in these collections should be as freely available for loan as possible to individual scholars, and secondly, it must serve, as it does at present, an illustrative and inspirational purpose for students.

7. There are occasions on which the permanent or temporary transfer of collections dealing with particular special subjects from one library to another would be advantageous. The Committee on Library Resources should investigate the best means by which such transfers could be facilitated.

II. SUB-COMMITTEE OF THE BOARD OF STUDIES IN GEOGRAPHY

. . .The Sub-Committee has devoted most of its attention to a consideration of the roles of Schools' libraries and the University Library in providing for undergraduate and early postgraduate work in geography. Less attention has been paid to the provision made for advanced postgraduate work and research. The needs of research workers vary greatly, and the Sub-Committee came to the conclusion that, in view of the limited time and resources at its disposal, a balanced assessment of library facilities in relation to research could not be made. Within the London area are library collections, notably that of the Royal Geographical Society, which assist undergraduate as well as postgraduate studies, and we have touched on some of the implications of the existence of these special facilities in relation to library provision within the University as a whole.

Library provision in geography includes books and periodicals, atlases, maps and air-photographs. In the University Library, all these, except air-photographs, are available in the Geography Room and are looked after by librarians who are geographers by training. In the Schools the accommodation and management of geographical material is divided between the main library of the School (books, periodicals and some atlases) and the Geography Department (maps, air-photographs and atlases, with or without books for reference or lending). Not every School library has a geography specialist on its staff, and not every curator looking after Departmental maps has training as a librarian. Co-ordination between School library and Department is usually maintained by a member of the geography academic staff. In making recommendations on library policy relating to geography, the question of where lies the responsibility for implementation has always to be kept in mind. The Sub-Committee has confined its discussions largely to the provision of books and periodicals, and to facilities which fall within the purview of Schools' libraries. While some of the comments made below, in relation to holdings of periodicals for example, may also be applicable to holdings of maps, recommendations relating to periodicals would become the concern of the Schools' librarians, whereas recommendations relating to maps would have to be, not only approved, but implemented, as things stand at present, by the Departments themselves.

(i) *Library Facilities for Undergraduate and Early Postgraduate Work*

Material

The Sub-Committee took as its starting point that the function of

a School library is to provide a basic collection for undergraduate use, and that such a collection extends by imperceptible stages into postgraduate use. We understand this also to be the function of the University Library, with the added consideration that the University Library fills this role for external as well as internal students. The selection of books and periodicals to maintain such a collection lies, in the Schools, with the academic staff of the Geography Departments, although responsibilities may range from collective to individual. In the University Library, the librarians in charge of geography act on the requests of individual library users, as well as on suggestions from Departments or the Board of Studies; to forward course reading-lists from Schools is one way of maintaining parallel provision between Schools and the University Library.

Having in mind the wide diversity of courses currently offered in geography, the Sub-Committee framed in very general terms a statement of what it meant by 'basic collection' and also made a tentative comparison of selected holdings. It was agreed that a 'basic collection' should comprise two main parts to cover all the courses offered in Geography at each School: 'core' material and additional material. Despite the increasing independence of the Schools and the consequent diversity in even first-year courses, the committee felt that there is still enough common ground in first- and possibly some second-year work to merit a collection of works widely recognized for their authority, comprehensiveness, range of view or other high quality. They would form the 'core' of a library. In addition to this 'core', the committee recognized the need for more specialized material. Such additional material will vary in amount according to course, and the state of library funds; in some courses it will lead on, by way of specialized periodicals, conference proceedings etc., to postgraduate work and research.

This being the case, variations in holdings can arise in several ways; through differences of opinion as to what books are most useful, and through the differentiation of special subjects, but also inadvertently through the hazards of ordering. A direct comparison of Schools' holdings is not possible, but members of the Sub-Committee reviewed the lists of Church (1966)[1] and the lending library of the London School of Economics in relation to their own School libraries, and also compared those lists of geography periodicals and bibliographical material which were able to be drawn up. From this it appears that a substantial part of the book holdings in geography are common to most Schools, as

1. Church, M. (ed.), Association of American Geographers, Commission on College Geography, Publication No. 2, *A basic geographical library* (Washington, 1966).

would be expected. The common element in periodical holdings is relatively low (of a total of 209 periodicals covered by the lists of four Schools, only 20 were present in all four), and it seems probable that, were complete lists available, an appreciable number of periodicals would be found to be taken by only one or two Schools. The lists of bibliographical material showed a number of features which it would be difficult not to regard as fortuitous. These findings, although tentative, at least justify the further pursuit of two questions: one, can the supply of information to those responsible for selection and ordering be improved, and the other, do Schools and the University Library collectively have in geography the best range of periodicals they could wish, a question which can be extended to cover other types of holding, such as year-books.

Management of Material

Shelving: Most School libraries have open shelving for almost all the books and periodicals likely to be used by undergraduates: (the London School of Economics has an estimated 50 per cent in stacks operated by call system). In the Geography Room of the University Library books and periodicals are on open shelves.

The Sub-Committee were strongly in favour of as much open shelving as possible. At undergraduate level it is only by free access to library shelves that students can follow their own interests and form their own opinions. If space becomes short, the desirable policy in geography is to weed out the open shelves rather than to accommodate whole sections or runs in closed stacks. Recognizing that shelving arrangements depend both on resources of space and personnel, the Sub-Committee wish to put on record their view that, in library planning, provision in the future for open shelving should be no less generous than it is at present.

Lending and reference: In general, the geography collections in Schools' libraries and the University Library are managed as lending libraries with some reference material. The book-counter system is used widely to ensure maximum use of volumes much in demand, and some publications are duplicated so as to provide both reference and lending copies, a policy which works admirably in the University Library Geography Room. This probably represents the best balance of advantages, as between reference and lending provision, that can be achieved, at least for the majority of undergraduate work. Most School libraries have not the resources to operate as purely reference collections: yet, if too heavy lending occurs, the advantages of open shelving outlined

above cease to exist. A continuation of the present flexible arrangements is probably the best guide to the future.

There is however an additional need, experienced to some extent by undergraduates, and very strongly by lecturers and tutors, which is hardly met by present arrangements. This is the need for a well-stocked collection, held entirely for purposes of reference, with open shelves and correspondingly quick access. This would benefit particularly those who need in a short space of time to make a number of references and check points of information; this often applies to geographers and particularly to anyone connected with examining. The University Library is the obvious centre to suggest to build up such a collection from its present nucleus of reference works in geography, assuming that this task was not to be considered incompatible with its responsibilities to external students.

Accessions lists: Most Schools prepare and circulate accessions lists, the London School of Economics and University College at monthly intervals and other Schools less frequently. But when pressure of library work mounts, this is a facility which tends to be discontinued: thus there have recently been no circulations from the University Library. To be able to review accession lists is useful to students and essential to members of staff. It is a way of selecting books for reservation (since, once placed on the shelves, acquisitions disappear rapidly for lending), and also gives an impression of the over-all balance of books being acquired. It is a pre-requisite if members of staff are to maintain informed reading-lists and to be able to discuss library resources in general with students. The accessions lists of other libraries provide a check on omissions in one's own ordering.

The Sub-Committee recognizes that some of these aims may be achieved by methods other than formal accession lists (for example, copies of order-forms may simply be returned to Departments when the books have arrived), and it also thinks it important to distinguish between the preparation of accession lists for use in the libraries themselves, and extensive circulation. We do not wish to recommend the proliferation of paper. But we reached the conclusion that accession lists in some form cannot be dispensed with in libraries of University standing, and we recommend strongly that a copy of each accession list prepared by Schools' libraries be deposited at the University Library.

(ii) *Postgraduate and Research Facilities*

Apart from certain provisions in the London School of Economics

and University College libraries, and in sections of the University Library (for example, the Goldsmiths' Library and the collection of Parliamentary Papers), it is probably true to say that geographers in London depend on facilities other than those offered within the University for their research. This is to be expected, not only in view of the number of specialized library collections housed in London, but also in the nature of geography itself. The libraries of national societies and institutes, of government departments, and of consulates or embassies, are all accessible and aid teaching as well as research. It was not in the power of the Sub-Committee to say how much of this provision could or should be paralleled within the University, the more so as combined University resources are an unknown quantity.[2] But we think there are dangers in failing to strengthen the University holdings, if this perpetuates an undue dependence on external resources, some of which may not always be accessible as freely as at present.

The provision of bibliographies, and surveys of recent literature and research topics, is of vital importance to all postgraduate work. Librarians cannot provide what has not been published, yet it is also true that many surveys of literature useful in geography can easily be overlooked, appearing as they may as occasional papers of an institute or university abroad. It needs a full-time librarian trained in geography to search systematically for such publications, and, when found, their existence should be made known as widely as possible. The Sub-Committee would like to see this aspect of library provision strengthened, and, as a first step, recommends that all bibliographical material in Schools' accession lists should be conspicuously indicated.

Two institutions, although chiefly concerned with postgraduate work and research, affect geographical work at all levels: these are the Map-Room of the British Museum and the Library and Map-Room of the Royal Geographical Society.

Map-Room of the British Museum: Holdings of maps and plans of all scales belonging to this country, and of historical cartographic material, are particularly important, and facilitate the study of some special subjects by undergraduates, as well as a wide range of teaching and research. Access to the Map-Room requires little or no prior formality and its catalogues and bibliographies are easy to

2. This point is developed later in relation to periodicals. There would appear to be a case for considering whether, ideally, one would like to see a union index of certain kinds of statistical material, as, for example, National Census returns of population; or even a guide to London libraries which contain major statistical collections of foreign countries.

consult: a relatively short visit can be profitable. For undergraduates, a letter of introduction stating the purpose of the proposed visit(s) is needed and the date(s) may be restricted. The Museum also organizes important map exhibitions.

The policy of the Map-Room has been to welcome all members of the University; yet, since it is experiencing increasing pressure on all its services, it is important that geographers make use of the University Library Map-Room, in so far as it is capable of satisfying their needs, before going on to the Museum. This aim would be more easily achieved if there were available in each Geography Department a fuller description of the resources of maps in the University Library.

Library and Map-Room of the Royal Geographical Society: The Society has extensive holdings of foreign maps and atlases (available to the public) and books and periodicals (available to members). Its periodicals include long runs of many foreign publications but exclude some productions, ancillary to geography, which find a place in Schools' collections. The catalogues of both Map-Room and Library are extremely useful, the subject index to the Library including all articles in periodical holdings. All items being added to the subject index are published at regular intervals, so that it is possible for anyone subscribing to 'New Literature' to maintain a duplicate index on cards. The Library lends volumes to members (books and periodicals) on loans of long duration, so that the reader may be frustrated by finding material absent from the shelves. Nevertheless, it is always possible to look up many points of reference at short notice, and among London's libraries, it is probably the one which many geographers look to first as a reference collection. A few undergraduates, having become members, use the Royal Geographical Society's Library in preference to any other, but this practice is unlikely to become more widespread for many practical reasons. The site (Kensington Gore) is some distance from the nearest Geography Department, and the Library closes daily at 5.0 or 5.30 p.m.

The librarians of the Royal Geographical Society deal with a wide range of inquiries, many of them not academic in purpose. The Library is not intended particularly for University geographers, and, while parts of the collection will remain indispensable for some research interests, it should not be regarded as a substitute for a good University reference collection.

(iii) *Co-operation and Co-ordination Between Libraries*

Inter-library loans and access to Schools' libraries by members of other Colleges

Inter-library loans, assisted by photo-copying facilities, are the most effective means of making available material not housed in the library of a particular School to members of that School. From time to time, situations arise which cannot be met in this way, and these need keeping under review.

Inter-collegiate courses for undergraduates: In general, a School sending students to a course offered elsewhere will provide in its own library a basic collection of books and periodicals. There may, however, be exceptions to this: also a School organizing a special subject course is likely to have library facilities extending into postgraduate work which may benefit a good third-year undergraduate. We think it advisable to emphasize (although present arrangements work well) that, at the time of registration for an inter-collegiate course, it should be understood, between 'visiting' School and 'host' School, where the basic library facilities are to be provided and whether the possibility exists of visiting students using the library of the 'host' School.

Postgraduate and research: Some atlases and maps cannot be sent by post and photocopies may not be acceptable; it may also be desired to work through a whole section of subject indexing or run of periodicals. The current practice in Schools' Libraries is to welcome visitors *by arrangement* (visits during the vacation may be more welcome than visits during term-time) and we hope that this access will be readily maintained.

Responsibility for special subject holdings

It may happen that the teaching of a special subject in one School is discontinued because the member of staff responsible leaves. It is then probable that acquisitions in this subject fall off and periodicals may even be discontinued; we understand that one instance has occurred recently.

The Sub-Committee took the view that, in such a case, one or more of the following arrangements should operate:

(a) the decision to discontinue a periodical subscription be notifed centrally (this would take place automatically if there were facilities for maintaining up-to-date a University union catalogue of periodicals);

(b) consideration be given to the re-housing of special material in which a School's own interest has terminated, so that as far as possible it remains in active use:
(c) consideration be given, preferably by or through the agency of the University Library, to the possibility of continuing to finance such holdings.

Union catalogues within the University

To be effective, plans for increasing co-ordination and co-operation between libraries must be based on an understanding of present holdings, policies of acquisition and opportunities of access. The development of union catalogues may lead to a more effective use of material, and possibly to a more effective selection of material to be acquired: yet the preparation of such catalogues needs extra resources, to balance against the savings made. If there is a case to be made for preparing a central index (which might possibly have an experimental value) it will have to be made in relation to a particular type of material. Against this background, discussion focused on periodical holdings.

Central index of periodicals: Acquisition of periodicals for undergraduate use is rightly made without reference to holdings in other Schools, although rather more attention may be paid to what is available in the University Library. In postgraduate work however – area studies are a case in point – it is valuable to have as many periodicals as possible within range, and here there may be a clearer case for co-ordination of acquisitions. It is almost impossible to judge whether a given journal is over-or under-represented at present within the University as a whole. Given a central index, it would be possible for any School contemplating additional subscriptions to do so in the knowledge of what is subscribed to elsewhere, and it might also be easier to formulate a relationship between provision in the University Library and that in individual Schools.

The role of the University Library

Comments on the development of facilities in geography centrally, and at the University Library, have been made on previous pages. Here they are gathered together and amplified.

(a) Since the University Library fulfils the same basic function as the Schools' libraries in relation to undergraduate and early postgraduate study, the Sub-Committee thought that its provision should be comparable with the best of the Schools' libraries. This is not so at present in relation to many aspects of geography. The University College and London School of Economics libraries enjoy certain advantages, including a longer period of acquisition; in so far as an increased allocation of resources to the University Library can achieve comparability, this is urgent.

(b) It is appropriate for the University Library to pay particular attention to the purchase of material which is too expensive for individual Schools. As an extension of the present policy of considering sympathetically all recommendations for purchase, it might be recognized explicitly that the acquisition of expensive items is a central responsibility.

(c) The Geography Room facilities (strictly Geography/Geology) are strongly welcomed, including the growing nucleus of books placed permanently on reference. While recognizing the needs of external students, the Sub-Committee wishes to press for the development of a strong reference collection, since there is no other library which aims at satisfying this need.

(d) In future development, the centralized housing of information and expansion of information services should belong to the University Library. As a neutral body, unaffected by the various patriotic considerations which can arise in relation to Schools' libraries, it is best suited to the task of co-ordination. Recommended are:

(i) accession lists of all Schools to be deposited in the University Library;

(ii) bibliographical material on such lists to be conspicuously indicated, as a preliminary to strengthening centralized provision of bibliographical aids;

(iii) information about discontinuation of periodicals in Schools to be given to the University Library, as a preliminary to building up a fuller information service about periodicals, and possibly a central index;

(iv) consideration to be given by the University Library to the re-housing and, possibly, the financial support of specialized material no longer of interest to the holding School.

III. STANDING COMMITTEE OF THE BOARD OF STUDIES IN HISTORY

1. The increase in numbers of history students working towards a written examination has been marked in the past five years and is likely to increase still further; that in the number of those to be examined by thesis has been considerable: and the number of teachers of history in the University has also grown. A very considerable expansion of library facilities would be necessary even to restore the position of five years ago, quite apart from improving it. But the expansion has been not only in numbers but also in fields of study. Courses examined by written examination range world-wide and include the present day.

2. Libraries are as necessary to Arts students as laboratories to Science students. The general inadequacy of English library facilities on the Arts side is one reason why a degree course for an Arts student is cheaper than for a Science student. It is essential that the University should make reasonable provision for all those of its members who are proceeding to a degree by written examination. The inter-collegiate character of teaching in the History School, and the considerable time and expense involved in travelling, make it particularly desirable that history students should be able to work in the University Library. Many of our students are discouraged even from attempting to do so by reason of the present difficulty of obtaining books and seats there.

3. We therefore recommend that the University Library should plan for a History wing with seating for at least two hundred readers, and open shelving for a 'tied' collection of as many as a quarter of a million books, with multiple copies of the works in greatest demand. It is obvious that such facilities can only be provided in new buildings. In order to give maximum coverage it is clearly highly desirable that there should be close co-operation between the Institute of Historical Research and the University Library.

4. Some immediate improvement in the availability of books could however be obtained by reducing the period of loan to two weeks: such an improvement would be well worth the expense involved.

5. The policy outlined above does not in any way imply a diminution in the role of College libraries, whose needs are being considered currently in quinquennial estimates.

6. London, with its wealth of original material in such repositories as the Public Record Office, British Museum and India Office Library, is a magnet for those engaged in research, who come from many parts of the world. They also need to use monographs: the Institute of Historical Research does not provide these and lacks space to shelve them; the British Museum has insufficient seats and takes an increasing length of time to produce books for readers. The help of the University Library is as necessary for students proceeding to a degree by thesis as for those taking written examinations. The problems faced by teachers of the University are similar and their work would be greatly eased by the provision of the sort of library envisaged.

7. Special collections exist within the University (as, for example, at the Institute of Commonwealth Studies and at a number of other Schools and Colleges). These collections should be built up, more particularly as such collections relate to what are increasingly becoming the basic ingredients of the undergraduate course.

8. In some special fields of study there is co-operation not only between Schools of the University, but also with outside institutions such as the Victoria and Albert Museum and Dr. Williams's Library. The production of a union catalogue would be a valuable undertaking.

9. The Standing Committee appreciates the University Library's recognition of a special responsibility in providing books used in Special and Optional Subjects. It recommends that the University Library should hold a complete set of all prescribed texts (if necessary, Xerox copies) restricted to the Library. It is intended to set up a sub-committee of the Board of Studies in History which would co-operate with the University Library on the general question of 'tied' books.

IV. BOARD OF STUDIES IN PALAEOGRAPHY

The Board considers that its interests could not be better served than by the present rational and economical arrangement whereby the University Library accepts the main responsibility for acquiring (expensive) palaeographical literature for the University, and for providing the Palaeography Room with its expert staff. That the University Library is also willing to allow classes in palaeography to be taken in the Durning-Lawrence Library and occasionally in the Palaeography Room itself is an equally great

blessing. The books are there – they form one of the half-dozen best open-access reference collections in the world (including rivals like the reading rooms of the Cabinet des Manuscrits in Paris and the Pierpont Morgan Library in New York); they are admirably catalogued; expert bibliographical advice is always on tap; students and teachers can use the books with the utmost freedom both during and between classes. The Board considers that the partnership that exists between the Library and the University's teachers of Palaeography (and indeed of Diplomatic) is of vital importance in the development of these subjects in the University.

If one must look for trouble, two points may be worth making, which are the concern of the University Library itself:

(a) The steadily increasing use of the Palaeography Room, notably by M.A. students taking papers in palaeography, is imposing a growing burden on the Senior Assistant Librarian in charge, who is also responsible for the Library's MS. collections and for part of the University's archives. And it is no good pretending that the practice of taking classes in the Library does not impose on her and her colleagues a considerable further burden of organization and dealings with students. The Board naturally welcomes most warmly the University Library Committee's quinquennial proposals for an increase in the Palaeography Room staff.
(b) The use of the Durning-Lawrence Library obviously imposes inconvenience on library staff wishing to fetch and return books; and the presence in it of projectors, screens, extra chairs and (above all) a blackboard is regrettable. Its proximity to the Palaeography Room is, however, extremely convenient for the teachers, since books can be got as required with hardly any interruption to the classes. It is perhaps enough to say that in the long term, if and when pressure on space calls for the rehousing of the Palaeography Room, the Board would ask the University Library to try to provide a seminar room, to hold classes of up to fifteen, next-door to it.

There are two other points, which the Palaeography Board regards as its own responsibility and for which it has made specific proposals in its quinquennial statement:

(a) The provision of slides, photographs and microfilms for teaching purposes, for which no financial provision has so far been made by the University, and which ought not to fall on the University Library.
(b) The provision of an overhead projector to replace the blackboard, which makes more dust than anything in a Library should be allowed to make.

What success the Board will have with (a) and (b) above remains to be seen; but it seems reasonable that in a subject in which all teaching is inter-collegiate (excepting classes in the School of Library, Archive, and Information Studies at University College), the University should do something for it on the academic side to match the extremely generous contribution made by the University Library, in library staff and book-purchasing alike. King's College supplies the teaching staff for this wholly inter-collegiate subject and hopes during the next quinquennium to strengthen its Department of Palaeography by one half-lectureship (to be shared with its Department of English).

V. BOARD OF PHILOSOPHICAL STUDIES

It is important that those engaged in the study of Philosophy should have ready access to a wide range of books on their subject. To meet this need it is desirable that there should be library provision of broadly two kinds: (a) lending libraries to facilitate home study; and (b) a central reference library where books may be consulted. At present the College libraries and the University Library set out to meet this first kind of need and the British Museum the second.

The Board of Philosophical Studies wishes to draw attention to a gap in the existing provisions so far as the study of philosophy is concerned. That is a reference collection to which undergraduates may have access. It is important that, in the preparation of essays, undergraduates should be able to consult works recommended to them by their tutors. At present the system of tutorials, acknowledged to be vital in the teaching of philosophy, is seriously impaired by the fact that all too often students are not able to consult the books recommended and hence to prepare themselves adequately. This situation may best be repaired by the provision of an open access library from which only duplicates may be borrowed.

The Board does not consider that this problem can be overcome on a College basis. College libraries, in its view, ought to remain lending libraries, at any rate primarily. And the Board does not consider it reasonable to expect the British Museum to cater for undergraduates in this way. This function may best be served by the University Library. The Board therefore proposed, in May 1969, that the philosophy collection in the University Library should be brought together to provide an open access Philosophy Library from which only duplicates could be borrowed.

The University Library Committee has already gone a considerable way to meet our needs. The philosophy collection has been largely collected together in the new open access Philosophy Library, greatly facilitating consultation of these books. However since this remains primarily a lending collection, the gap in the existing provision of library services so far as it affects the study of philosophy is not filled by this improvement. The Board recognizes that it would involve a reversal of the policy of the University Library with respect to its philosophy collection if it were to become primarily a reference only collection. But it sees no objection in this. On the contrary, it considers that the need, at any rate as affects the provision for philosophy, is for the University Library to complement, rather than duplicate, the services provided by the College libraries.

The Board is aware of certain difficulties which lie in the way of implementing its recommendation. It recognizes, for instance, that a non-lending Philosophy Library would make it necessary to provide more seating accommodation. But it hopes this would not prove a long-term problem. The Board also recognizes that the University Library is committed to a postal lending service for external students living outside the London area. It could not approve the discontinuation of this service. It suggests, however, that the interests of internal and external students might be reconciled by the following arrangement: when the Library receives a request for a book on the postal lending service from the philosophy collection for which no duplicate is available, a duplicate copy then be purchased for this purpose. Such an arrangement would have some tendency to ensure that duplicates would be acquired of books most in demand. The Board recognizes that it would be necessary to allocate a higher proportion of the funds available for philosophy books for the purchase of duplicates than at present. But it does not consider that a higher priority would have to be given to this than would be compatible with the Library being primarily a reference section.

Summary of Submission

There is a need for an open access reference library of philosophy books in London to which undergraduates would be admitted. The Board submits as its view that this service should be provided by making the philosophy collection in the University Library one from which only duplicates may be borrowed.

VI. SUB-COMMITTEE OF THE BOARD OF STUDIES IN PSYCHOLOGY

1. *Terms of Reference . . .*

2. *Non-University Library Resources in Psychology in the London Area*

These are poor. The British Museum Library is of little use to psychologists, and the Science Museum Library, which in any case lends only through the National Lending Library, has few relevant books or journals. With the exception of Hampstead Public Library, public library provision in psychology is weak and patchy. There are in London a number of very good specialized libraries (for example, British Medical Association, Royal Society of Medicine, Tavistock Institute, Institute of Psycho-analysis, National Bureau for Co-operation in Child Care), but these libraries can offer consultation facilities to few visitors at a time and their obligations to their own members preclude any extensive service to other readers through the Inter-Library Loan system.

3. *College Psychology Libraries*

Although there is considerable variation between Colleges in the extent of their provision for psychology (Table 1)[1] they share a common policy in aiming to give fairly comprehensive services within the Colleges so far as undergraduate needs are concerned. But as current College library funds afford neither full coverage of books and journals, nor adequate duplication of items in strong demand, the Colleges also rely heavily on the University Library.

The College libraries are primarily lending libraries, although they also have reference sections for a number of much-used books and journals. They also operate differential loan systems to meet variations in pressure of use. All College libraries are open until 9 or 10 p.m. on weekday evenings, but not all are open on Saturday afternoons, a fact which makes the Saturday opening of the University Library very valuable.

The wide scope of the College undergraduate courses is reflected in the broad coverage of the College library holdings. More specialized collections, related to the needs of students in specialized postgraduate courses, are also to be found in the College libraries, sometimes supported by small Departmental collections.

1. Not printed.

4. *The University of London Library*

4.1 *Books:* The psychology collection (housed partly on open shelves, partly in closed stacks) is agreed to be very inadequate, much of it out-dated, and reflecting little consistent past policy of selection. Although about £800 has been spent on books in psychology in the last year, this is considerably more than in preceding years. The present Goldsmiths' Librarian has been endeavouring to ensure that book purchases include items on lists of recommended reading in psychology, and would be glad of any help which teachers can give in supplying such lists. We should like to suggest that College Librarians be invited to co-operate with the Goldsmiths' Librarian in ensuring the purchase of a wide and representative selection of new books on the subject.

4.2 *Journals:* Attached is the list of psychology journals to which the University Library subscribes.[2] This sparse collection supplements, and in a few instances duplicates, items in the rich collection of journals belonging to the British Psychological Society (BPS), which is housed in the University Library and which may be consulted by readers in the University Library as well as by members of the BPS. Both collections are for reference use only, and are housed in closed stacks, although members of the BPS may work in the BPS stack.[3] Non-members of the BPS, and those consulting the University journals, need to ask for journals to be fetched by the librarian, a procedure which entails long delays when the library is crowded. Unbound issues of current University journals in psychology are on display in the periodical room together with unbound issues in other subjects.

4.3 *Readership in psychology:* It has not been possible to obtain exact figures on this, but, excluding graduates, a conservative estimate would include the 400 or so internal full-course undergraduates in the main teaching departments (Table 1)[4] together with, say, 400 postgraduates and 550 registered external students, not to speak of teaching staff, associated research workers, and undergraduates and postgraduates reading some psychology as part of other courses.

4.4 *Student use and views on the University Library:* At the initiative of Dr. Thomas and Mr. Georgiades, we carried out a

2. Not printed.
3. See Chapter III, para. 104.
4. Not printed.

survey (Table 2)[5] of student use and views regarding the University Library, taking a sample of internal undergraduate and postgraduate students at Bedford, Birkbeck and University Colleges, together with some external undergraduates registered at Sir John Cass College and at West Ham College of Technology.

Full-time students make more use of the University Library than do part-time students, and internal students seem to use it rather more than the external students whom we canvassed. But this does not take account of the external students living outside London, for whom the University Library provides a postal service for book borrowing.

The pattern of usage of the University Library shows a trend away from book borrowing towards more frequent journal reference (especially of BPS journals) with increasing seniority of student. While this no doubt reflects the pattern of student reading generally, the less frequent book borrowing of the more senior students certainly appears to be related to the inadequacy of the book collection. Dissatisfaction with this was very strongly and widely expressed in written comments by the students canvassed. Other points made frequently by students were that it took a long time for books to be recalled and for bound journals to be fetched from the stack. Students also feel frustrated at not being able to scan sets of bound journals.

A point made very frequently in the students' comments was the desirability, not only of strengthening the book collection, but also of restricting its use to reference only. Although some reference sections are maintained in all the College libraries, they operate primarily as lending libraries. In the students' view, which we share, an effective way in which the University Library could supplement the College libraries would be in extending the reference principle from journals to include books. Students consider that the time consumed in the journey to the Senate House would then be worth while as they could be confident of finding the books and journals they seek.

4.5 *Future plans of the Goldsmiths' Librarian:* In our discussions with the Goldsmiths' Librarian we learnt of his policy of re-organizing the collections to provide subject libraries in certain fields. This would entail bringing together all books and periodicals in the subjects concerned to constitute an open-access collection, supervised by members of staff with a special

5. Not printed.

concern with the subject and with improving the collections and assisting readers. The most recent examples have been the Geography-Geology-Map Library, which has already proved an outstanding success, and the Philosophy Library which is still being organized.

The Sub-Committee was very pleased to hear that psychology was one of the subjects Mr. Richnell had had in mind as suitable for this development, and would like to endorse his proposal very strongly. In discussion with him, we also applauded the idea of locating such a psychology subject library near to related subject libraries such as philosophy, anthropology and medicine, if this prove at all feasible in the very awkwardly arranged and restricted space available in the Senate House.

Obviously the idea of such a psychology library only makes sense if it is associated with the BPS library, which could then be directly consulted by readers who were not BPS members. Professor Audley and Mr. Borger are exploring the Society's response to such a development. It is hoped that the Society will see the possibility of reciprocal advantages to its members in terms of increased space to be made available for their readers and staff, and of members' use of the University journals and book collection. We consider that the attraction of the plan for the BPS would be greatly increased if our other main recommendations were to be implemented, namely the strengthening of the book collection and its conversion into a reference library.

4.6 *Accession lists of books:* These have been discontinued for reasons of economy in staff time, but we gather that the Committee on Library Resources is investigating the possibilities of computer use in the production of such lists in future. We would strongly favour the revival of accession lists and their distribution to Departments of Psychology.

5. *Standardized Classification System*

So far as we could ascertain, no two College libraries use the same classification system, and all are different from that used in the University Library. We would commend any efforts to standardize the classification system for psychology within the University of London.

H

6. *Centralized Cataloguing and Union Catalogues*

It is felt that in view of the staffing problems which are already facing the University and College libraries, the staff time involved in keeping up to date a large central catalogue of University and College holdings would scarcely justify the use likely to be made of it. Readers' travel time, limited accommodation in College libraries and the heavy borrowing demand of their own readers all detract from inter-collegiate library use.

7. *Master's Degree Courses*

The University of London Library Resources Committee has asked for information regarding special library needs which may be arising in psychology with the introduction and development of new Master's courses. So far such developments in psychology seem to be involving an increased use of current facilities rather than the development of new areas of library provision, though the latter could well occur before long. We should like to draw the University Committee's attention to the Master's courses in applications of psychology which are already being taught, and to underline a need, which will certainly be an increasing one, for provision for the enrichment of the specialized collections in the Colleges and Institutes. If postgraduate specialization is rationalized between Colleges, it could conveniently be reflected in a corresponding rationalization of library holdings, but if there is much overlap between specialized postgraduate courses in different Colleges, then a case might be made for the development of some specialized collections in the University Library.

8. *Technical Developments*

We did not feel competent to explore these systematically, but we did have the opportunity of evaluating the microfiche system demonstrated by Mr. Georgiades, which we should like to commend to the attention of the Library Resources Committee.

9. *Summary of Recommendations*

(References are given to the paragraphs of the Report)

9.1 Formation of a Subject Library for Psychology within the University Library, with books and periodicals (including the British Psychological Society's collection) on open shelves, for reference use only. (Para. 4.5, and paras. 4.1, 4.2, 4.3, 4.4)

9.2 Enrichment and maintenance of an up-to-date University Library collection of books on psychology. (Para. 4.1)
9.3 Strengthening of the University Library's own collection of psychological periodicals. (Para. 4.2)
9.4 Distribution of lists of accessions to the University Library to Departments of Psychology. (Para. 4.6)
9.5 Standardization of classification systems between the University and College libraries. (Para. 5)
9.6 Increased library provision in the Colleges, and possibly also in the University Library, for the needs of students in specialized Master's degree courses. (Para. 7)

VII. BOARD OF SCANDINAVIAN STUDIES

The Board of Scandinavian Studies considers that, since the only Department of Scandinavian Studies in the University is in University College, it is proper that the chief collection in this field should exist in University College Library. That collection, both in its book stock and its periodicals runs, is the finest in its field in the United Kingdom outside the British Museum, while, unlike the Museum, it is accessible to students at all levels and its books may be borrowed all over the country. The wide scope of the collection is not always appreciated: answering to the studies of the Department, it attempts to cover the history, language and literatures of Denmark, Faroes, Iceland, Norway, Sweden and Swedish-speaking Finland, from about AD 600 to the present day. The section devoted to Old Norse-Icelandic studies is of particular importance. This has been built up on the basis of the library of the Viking Society for Northern Research, transferred to the College some thirty years ago, and is of service to scholars in many fields other than Scandinavian Studies.

The Board warmly commends the readiness with which University College has accepted the responsibility and expense of maintaining a collection which, in its importance to the University and to the nation, is quite unlike the normal English or Modern Language sections of College libraries. The Board trusts, however, that it will be clearly recognized by the University and College together that the maintenance and improvement of such a library is inevitably more costly than that of other 'Departmental' libraries, and that arrangements will be made to ensure that the expense is properly assessed and adequate funds made available to meet it. Devaluation of sterling, and inflationary movements in the Nordic countries, have, for example, produced a deterioration in the past

two years which will be hard to make good without special provision. There is at present particular need for expansion in the field of modern Nordic history and for the creation of a collection in the history of art in the Scandinavian countries. Neither of these can be met on the available allocation.

The existence of the collection in University College largely relieves the University Library and the Germanic Institute from purchasing in the field of Scandinavian studies. There are, however, numerous subjects on the periphery of Scandinavian studies which the Board hopes these libraries will continue to cover. The Board regards it as particularly desirable that English translations of literary works in the Scandinavian languages, *Festschriften* in the general field of Germanic studies and European literature, and works on linguistics and comparative literature should be available in these institutions. The University Library should also cater for the needs of the occasional and external student in the Scandinavian field, by holding a nucleus of reference books, standard handbooks and prescribed texts in history, literatures and languages of the Nordic Countries.

The Board hopes that in view of the importance to many fields of research the University will seek to provide some place for the Library of the Royal Anthropological Institute if the opportunity arises.

The Board finally wishes to point out that the University College collection does not include books in Finnish, and students who take Finnish as a special subject go to the School of Slavonic and East European Studies for their instruction and for their books. The Board hopes that the School will build up its Finnish collection in every possible field, so that it may become, as it should, the national centre for this important but neglected subject.

VIII. CHAIRMAN OF THE BYZANTINE LIBRARY COMMITTEE

The Committee was formed some eight years ago by a group of teachers in the University and other persons who were struck by the contrast between the rich resources of material on Byzantine history, literature, art and thought which exist in London libraries on the one hand, and on the other the haphazard nature of its distribution and the absence of any co-ordination between the different libraries.

The Committee was soon given recognition by the British National Committee for Byzantine Studies, a committee sponsored by the British Academy. It now consists of representatives of the various London University libraries with substantial Byzantine holdings, of the library of the Victoria and Albert Museum, and of Dr. Williams's Library.

Its first project was to produce a Union Catalogue of Byzantine holdings in the libraries represented. A scheme for this was drawn up and costed, and approaches made to the British Academy and other bodies for financial support. As this could not be obtained, the project was put aside for the time being, while the Committee concentrated on more easily attainable objectives. It has sponsored the production of a Union Catalogue of Periodicals of Byzantine interest, compiled by Miss Joyce Southan, Librarian of the Institute of Classical Studies. It maintains a Union Accessions Catalogue of Byzantine material in the libraries represented. This is kept on cards at the Institute of Classical Studies. And it meets regularly to take note of new books and periodicals already purchased by libraries and to consider suggestions for purchase. It has by now established working rules for distribution of responsibility between libraries and has done a good deal both to avoid unnecessary duplication and to ensure that new, and often expensive, books are available somewhere in London.

Several points emerge from the experience of the Committee which may be of interest to the Committee on Library Resources:

(a) Though it has no official standing, and can only make suggestions to librarians and library committees, these suggestions have usually been accepted and indeed welcomed.
(b) Division of responsibility for purchase of books implies that readers of any one library represented on the Committee will be admitted to every other library. This raises questions of principle which have usually been skated round. If the number of readers involved were much larger, these questions could not easily be avoided.
(c) It is not reasonable, in considering the research material available in a particular field, to restrict one's view to University libraries only. The complex of specialist libraries in London forms a single whole, and any planning of resources must take account of this.

APPENDIX V

DUPLICATION OF PERIODICALS IN THE MEDICAL LIBRARIES OF THE UNIVERSITY

World Medical Periodicals (3rd edition and supplement) lists 5,438 *current* periodicals. 95 newer titles have been added, making 5,533 in all. Of these the letters A-B contain 1,519 current titles (rather over a quarter of the whole), and the holdings of current periodicals beginning A-B of all thirty-three libraries have been collated. The results are as follows:

Out of 1,519 current titles listed, 623 are held in at least one library.

Detailed analysis

Periodicals in	1 library only	302
	2 libraries	114
	3	44
	4	24
	5	15
	6	15
	7	11
	8	10
	9	8
	10	6
	11	5
	12	10
	13	10
	14	5
	15	3
	16	3
	17	3
	18	6
	19	5
	20 (or more)	21
		623

Note: The estimate given in Chapter IV, para. 240, for duplication over the whole range of medical periodicals is obtained by a calculation based on these figures. It cannot be regarded as exact, but it provides an indication of the order of magnitude of the duplication of periodicals in the medical libraries.

APPENDIX VI

A SELECT LIST OF COLLECTIONS OF MANUSCRIPT PAPERS IN THE LIBRARIES OF THE UNIVERSITY

Birkbeck College
Papers of Professor J. D. Bernal.

Courtauld Institute Galleries, Woburn Square
Some letters of Paul Cézanne.

Institute of Archaeology
Excavation field records of about 30 overseas sites.

Institute of Classical Studies
Archaeological diaries, the property of the Hellenic Society, 19 vols., 1750-51, and 25 vols., 1883-96.

Institute of Commonwealth Studies
Papers of Richard Jebb.
Papers of some Ceylon administrators.

Institute of Neurology
Papers of Sir Gordon Holmes.
National Hospital's case notes being indexed with a grant from the Wellcome Foundation; they consist of over 1,000 bound volumes, arranged chronologically from 1863-1948, and are being indexed by diseases and by consultant physicians.

King's College
Papers of Professor J. F. Daniell.
Papers of Dr. F. J. Furnivall.
Papers of Professor E. Prestage.
40 collections of papers in the Centre for Military Archives.

London School of Economics
The papers of Sidney and Beatrice Webb.
Trade Union Collection, amassed originally by the Webbs, 175 vols.
Local Government Collection, again originating in the work of the Webbs in that field, 450 folders.
The Madge Collection on Crown Lands, being extracts from records in the Public Record Office and other repositories, 109 vols.

Charles Booth's working papers and some 400 of his notebooks relating to the investigations for his classic study of *Life and labour of the people of London*, published in 18 vols. in 1902-3.
The Potter Collection of diaries (1793-1837) and correspondence of Richard Potter, M.P. for Wigan, and grandfather of Beatrice Webb.
The E. D. Morel Collection, containing letters from Sir Roger Casement (283 letters) and Sir Charles Dilke (294 letters).
The papers of Lord Beveridge, including those relating to the Beveridge Plan.
Diaries of G. B. Shaw.
Many letters of J. S. Mill.
Business records include the financial records of the United Africa Company and of Hunt, Roope & Co., wine traders, 1774-1946.

London School of Hygiene and Tropical Medicine
The papers of Sir Ronald Ross, Sir Allan Daley and Sir Patric Manson, occupying 25 feet of shelf space.

New College, Finchley Road
Papers of former Principals and lecturers.
Collections relating to Non-Conformist history.

University College
The Bentham papers.
The Brougham papers.
The Chadwick papers.
The Creevey papers.
Papers of the Society for the Diffusion of Useful Knowledge.
Latin-American business archives, including the papers of the Bank of London and South America, the Royal Mail Steamship Co. and the Peruvian Corporation, 19-20th centuries, occupying approximately 400 feet of shelf space.
George Orwell archive, occupying approximately 15 feet of shelf space.

University of London Library
Fuller Collection of English and foreign documents, mediaeval and modern, many with fine seals, and detached seals, proofs, etc.
Correspondence of the Macaulay-Booth family.
Newton and Hewitt papers, 18-20th centuries, West Indian affairs.
Papers of J. U. Rastrick, civil engineer of 19th century.
T. Sturge Moore papers, family and literary, 19-20th centuries, 60 boxes.
Letters to Austin Dobson, mostly from literary figures of 19-20th centuries, 25 vols.
Cammaerts papers, c. 1930-50, Belgian studies and affairs.

Bellot papers, c. 1900-69, personal and university affairs in London and in the Commonwealth.
Papers of Duckworths, the publishing house, c. 1930-60.

Warburg Institute
Letters and papers by and about Aleister Crowley.
Working papers of those who have been connected with the Institute, including Roberto Weiss, A. J. Festugière, O. P., Robert Eisler, S. Seligmann, the Aby Warburg archives and correspondence, 1873-1929, papers of Professor F. Saxl.

Westfield College
Several thousand letters, 19-20th centuries, of the Lyttelton family.
Some correspondence with William Temple, Archbishop of Canterbury.

Wye College
Diaries and papers of Sir (Edward) John Russell, F.R.S.
11 vols. of manor court rolls, 12 vols. of rentals, ledgers, etc., c. 200-300 deeds.

APPENDIX VII

MEMORANDUM ON CENTRALIZED ACQUISITIONS, CATALOGUING AND PROCESSING

(FROM MR. B. C. BLOOMFIELD AND OTHER LIBRARIANS)

1. Expenditure on the libraries of the University has risen steadily since 1945, and if present policies of expansion continue, will go on so doing. Although expenditure has, over the last four years, fallen when expressed as a percentage of the total University expenditure, the actual amount of money has increased from £586,251 (1959/60) to £1,215,719 (1965/66).[1] It is doubtful whether the Government or the University can face similar increases with equanimity in the future, and it behoves libraries to see whether by co-operation these increasing costs may be reduced, without in any way reducing the services to readers and the provision of scholarly books and periodicals.

2. It has been estimated that at present about one-third of a University's library expenditure is on services to readers, about 10% on administration, and the rest (about 57%) is spent on purchasing, cataloguing and shelving books newly added to the collections.[2] It is doubtful if university libraries can make significant savings in administrative costs, and the demands of readers for extra services are likely to increase rather than decrease, both in volume and in cost. The only field where any room may be found for increased efficiency and economy is in that of purchasing and processing books newly added to libraries.

3. In 1965 the library of the School of Oriental and African Studies estimated the cost of processing each item added to the collections at 16/7d. University College Library recently estimated this cost at about 17/-, and the University of Newcastle Library estimates its cost per item as £1. American libraries undertaking similar investigations have shown substantially higher costs. While such studies are not strictly comparable, since they may include or

1. University Grants Committee, *Returns from Universities and University Colleges in receipt of exchequer grant.*

2. H. F. Dammers. *Computer Systems in Academic Libraries . . .* Paper presented to the Newcastle Seminar on the management of computing activity in academic libraries (1969), fig.7. See also U.G.C., *Report of the Committee on Libraries* (1967), p. 269, for a staff model which assumes similar financial allocations.

exclude various operations, it is clear that it would not be unreasonable to say that it costs £1 to process each book added to the stock of the libraries of the University, or approximately £150,000 each year. A sub-committee of SCONUL which attempted to cost book-processing activities concluded that:

> 'Almost the only constant which emerged from this study was a relationship between the size of a library and the unit cost of both processing and service activities in that library. The larger the one, the greater the other.'[3]

Unless some rationalization is carried out, it appears likely that purchasing and processing costs may rise higher yet as the libraries of the University become larger.

4. It has been pointed out before that much of this work is needless duplication. Books with incomplete details of author, title, or publisher are sought by acquisitions staff; books are catalogued by different sets of rules (or even differently by the same rules) over and over again in different libraries when the Library of Congress, British Museum, or British National Bibliography have already produced full cataloguing entries, and much time is spent by library staffs in assigning classification numbers to books in standard schedules, when this has often already been done by the national services. The wastefulness of these procedures is emphasized in this University by the close physical proximity of many of the major libraries to the main University Library. It is possible that there is major duplication of cataloguers' work: it is probable that such duplication is a measurable and considerable fraction of the whole.

5. We therefore propose that the Committee on Library Resources should investigate the possibility of establishing a central purchasing and processing centre, in association with the main University Library, to serve the libraries of the University.[4] This centre would receive standard order forms from the libraries of the Schools and Colleges, obtain the books, catalogue them, and return them to the library which ordered them, complete with catalogue cards. The service must be speedy.

6. Such a purchasing centre would appear to offer the following possible advantages.

3. U.G.C. *Report of the Committee on Libraries* (1967), p. 278.

4. A similar, but larger scheme has been described in *Plan for a Library Processing Center for the State University of New York*, by A. D. Little, Inc., (Cambridge, Mass., 1967).

Purchasing

(a) It might be possible to enlist the help of Dillon's, as the University bookshop, in the establishment of this service.

(b) It might be possible to negotiate better terms or services from some suppliers.

Cataloguing

(c) It would be possible to employ cataloguers with a range of interests and languages greater than any single library might employ.

(d) It should give a greater uniformity and higher standard of cataloguing.

(e) It should enable such a centre: to buy and use economically data processing equipment and computer time; to use the MARC (Machine-Readable Cataloguing) produced by the Library of Congress, the British National Bibliography, and, prospectively, by other national organizations; to obtain the machinery necessary for the production of printed catalogue cards; and to generate, as a by-product, a union catalogue of the books in the University libraries using the service, which would facilitate inter-lending.

Processing

(f) Processing in the libraries using such a centre would be reduced to shelf listing (if not done by machine), accessioning, and assigning shelf or classification numbers if one of the standard schemes is not in use.

Staffing

(g) The operation of such a centre should gradually permit the redeployment of staff within the libraries of the participating Schools and Colleges from cataloguing duties to the more pressing duties of services to readers, and should check the rapidly increasing growth in the size of library staffs.

7. It cannot be pretended that such a centre would eliminate cataloguing in the individual libraries of the University, but it would gradually reduce the amount of original cataloguing each library has to do, and it would mean the adoption by libraries of a standard cataloguing code. (This might prove difficult for some libraries.)

8. Such a centre would need to be financed by a central grant from the University, and, probably, a charge to individual libraries for each item processed. However, since such a centre would be the first projected in this country it might be possible to obtain an initial research and development grant from the Office for

Scientific and Technical Information of the Department of Education and Science.

9. Above all, it is necessary to emphasize that the service offered by such a centre must be speedy: at least as fast as that now offered by the libraries of the individual Schools and Colleges, and preferably faster.

10. There are great difficulties to be overcome before such a centre could be established, but there are greater advantages to be gained from it, both by the University and by the Schools and Colleges.

APPENDIX VIII

MEMORANDUM ON THE USE OF COMPUTERS FOR LEGAL INFORMATION

(BY MR. W. A. STEINER)

The purpose of the present note is to try to give some indication of the uses to which a dedicated computer is likely to be put for the purposes of academic lawyers or law libraries.

A computer cannot produce any information which has not been put into it first, but, given suitable programming, data which have been stored in it can be manipulated and various kinds of output can be generated from them. Legal information can be stored in a computer in two different ways.

(a) It is possible to store the full texts of documents such as law reports, pieces of legislation, periodical articles, etc.
(b) It is possible to store references to them.

In either case, any number of lists and indexes arranged according to different criteria (by author's names, titles or subjects, or in chronological order) can be produced from one set of data stored in machine-readable form. In the first case not only the full text but also indexes, abstracts and references of various kinds can be generated from the text stored in the computer. In the second case lists, references, etc., can be produced but indexing terms of some sort, by which the references can be retrieved, must have been added to the references used. The output can be in any form supported by the input.

The full text method is affected by many technical difficulties which are more marked with case law than with legislation. The reason is that the speech of judges is less standardized than legislative language and consequently less amenable to automatic processing.

It is possible also to store references, indexes, etc., on a magnetic medium, and full texts in micro-form outside the computer but linked to it in such a way that where a reference to a document has been produced by the computer the document itself can be reproduced from micro-form, for example on a television screen. This is the method used by INTREX at the Massachusetts Institute of Technology, and something similar is planned by the World Peace through Law Center in Geneva.

Primary Source Materials

While legal practitioners increasingly make use of periodical literature, their interest is likely to remain centred on legislation and law reports, and information about these will undoubtedly be produced on a large scale in machine-readable form. This is being done already, mainly in the United States, where several schemes are in operation. Not all of them have been successful, and it is perhaps significant that among those which have shown the best results there is one covering legislation and treaties, but not case law, operated by the United States Air Force. It may be assumed that adequate financial support for it is available. Another service which covers case law also, and appears successful, is the Ohio Bar System. This is run on a commercial basis. The difficulties with which all these schemes have had to contend will, undoubtedly, be overcome, and within the next ten years, but probably within the next five, several schemes will exist which will provide information about legislation and law reports in machine-readable form so that their output could be used by a central computerized information service.

Information on any legal system other than a lawyer's own is difficult to come by, and machine-readable information, perhaps produced by international co-operation and covering more than one legal system, will be in particular demand by specialists in foreign and international law. The sums at issue in cases involving an international element are often large and, since the services envisaged are likely to be required mainly in cases in which it is reasonable to incur large costs, the services themselves will be expensive.

Books and Periodicals

Machine-readable lists of, and indexes to, books and articles in periodicals may become available reasonably soon. The complete text of articles in periodicals, moreover, may be provided as indicated above, that is, from micro-records, even where it is not stored in machine-readable form. This is less likely to be the case with books.

Machine-readable library catalogues will probably be produced in the foreseeable future, perhaps based on MARC or BNB tapes. There is no inherent reason why the tapes or copies of the tapes on which the entries are stored should not be made available in some form to other libraries or information centres, provided that the programmes according to which the tapes have been produced

and those according to which they are to be used are compatible or could be made compatible. The problem of compatibility is crucial but will undoubtedly be solved, and catalogues of both general and special libraries will be widely available in machine-readable form. The tapes (or other magnetic media) will not necessarily contain entries in respect of books only, but perhaps for articles in periodicals also.

While there are reasons for not overloading library catalogues in this way, there is a certain demand for such information on the part of readers, but even if the printed out catalogues were confined to entries for books there is no reason why references to articles in periodicals, etc., and documents should not be stored on the tapes.

Machine-readable information about articles in periodicals is likely to come from several sources. Entries listed in the *Index to Foreign Legal Periodicals*, which is admittedly selective, are being stored on tape, beginning with 1971. These tapes will be used for cumulative issues of the *Index*, but there is no technical reason why they should not be made available to other users such as information services, given the existence of compatible programmes. One may assume also that entries in the *Index to Legal Periodicals* will come to be stored in machine-readable form. A project is now being investigated in Germany for an information service covering public international law. If this service should come to be established it would presumably produce machine-readable as well as printed output. Many more services are likely to be in operation by the end of the coming quinquennium.

There is a great deal to be said for passing such information through a central computerized information service not concerned with one subject only. The reason is that lawyers are likely to be more in need of information about literature which is marginal to their subject, or information on other subjects relevant to law, than on information about law itself. Examples are the technical or scientific aspects of pollution of the environment, and medical literature on transplants. While an information centre could provide lawyers with relevant information about non-legal aspects of their researches, it could do the same work for non-lawyers in respect of legal literature relating to their work.

In connection with bibliographical information, mention must be made of union catalogues and similar tools. Rationalization of holdings of libraries is likely to increase, duplication is likely to decrease, and it will therefore become more and more important to give locations of items as well as references. The Institute of

Advanced Legal Studies has already published a series of union catalogues. It is hoped in future to produce up-dated versions by computer; these would be available to a central computerized information service in machine-readable form.

APPENDIX IX

REPORT ON BINDING AND LIBRARY BINDERIES IN THE UNIVERSITY

(BY MISS J. M. HARRIES)

1. *General*

There are five libraries in the University with their own binderies: the University Library, the London School of Economics, University College, the Institute of Historical Research and the Warburg Institute.[1] The University Library and the two College libraries also send work out to commercial binders.

A questionnaire concerning binding was sent to all School and Senate Institute libraries (except Wye College, the Institute of Computer Science, the Institute of Latin American Studies and the Institute of United States Studies) and to two each, selected at random, from the medical School and Institute libraries.

The following summary of the present situation is based on the replies to this, supplemented, in some cases, by telephone calls and visits.

2. *Library Binderies*

2.1 Table I, attached, gives particulars of the output, cost, etc., of the five library binderies for the session 1969-70. As can be seen, all the binderies carry out miscellaneous work other than binding. It is very difficult to assess the cost of this in monetary terms, and this makes it impossible to work out with any high degree of accuracy the average cost of actually binding a volume. The University Library is the only library which carries out a detailed annual cost analysis.

2.2 The variation in average cost can be accounted for to some extent by the different proportions of work carried out in the various categories. For example, University College did more binding and repairing in leather than any of the others, whereas the London School of Economics did more unsewn binding of pamphlet material.

1. The School of Oriental and African Studies has included a bindery in the plans for its new building, and it is the policy of King's College to do so when space is available.

2.3 Another factor which has emerged, however, is the lack of standardization in payment and conditions of service for bindery staffs, which must affect the relative cost of work carried out in different library binderies.

3. *Commercial Binding*

3.1 Table II gives the figures for commercial binding in volumes bound, average cost per volume and average time taken.

3.2 The first point to be noted in this table is that, while the average cost per volume for the libraries sending all their work to commercial binders, with two exceptions, is over £1.50, the average cost for those libraries which also have their own binderies is very much less. The reason for this is undoubtedly that the libraries send to their own binderies the oversize and difficult items, as well as the more urgent work (of which periodicals, themselves large and time-consuming items, form a large proportion) and they select for sending out to commercial firms the standard and straightforward work which is more suitable for machine treatment.

3.3 Since prices vary greatly according to the type of binding and size of volume, libraries were asked in the questionnaire to estimate the percentage of work in various categories, the most significant of these being periodicals and other large-size books (for example, art books and music). The percentages for these two categories combined for each library are given in Column 4 and it will be seen that the correlation of these percentages and the average costs given by the libraries for all work is fairly close, that is, the libraries with a high percentage of periodicals and other large books have a higher average cost.

3.4 The second point is the great variation in average length of time taken for binding, which is an important factor in any comparisons of cost effectiveness. The libraries were also asked for the time taken for specially urgent items and this, with three exceptions, was within one to four weeks.

4. *Library Binderies versus Commercial Binding*

4.1 The undisputed advantages of a bindery on the library premises are three:

(i) Books and periodicals do not leave the premises and can be retrieved for use in cases of urgency, unless they are actually under a press or being glued.

(ii) A lot of first-aid work and miscellaneous repairs can be carried out, which might not be done at all if they had to be sent out.
(iii) Expert technical advice (of particular relevance for early bindings and unusual material) is available on the spot.

4.2 Other advantages, which are less certain:
(i) Quicker turn-round. This is likely, but it does not follow inevitably. The statistics given show that generally the library binderies are quicker than commercial binders (the University Library is the only one out of step).[2] It is obviously a matter of organization and, on balance, one would hope that good organization would achieve a quicker turn-round.
(ii) Cheapness for certain categories of work. This is very difficult to prove, but it does seem that oversize books, books with more than the normal amount of lettering and other non-standard material, possibly periodicals, are dealt with more cheaply in a library bindery than 'outside' (see below, section 5.5).

5. *Suggestion for a Central University Bindery*

5.1 *Comments in reply to questionnaire*

In addition to supplying statistics, Librarians were asked to comment on the suggestion that a central bindery should be set up, and the replies may be summarized as follows:

Yes	4
Yes, if quicker	3
Yes, if costs no higher and service no slower	5
Yes, if costs no higher and service quicker	3
Yes, if costs lower and service no slower	1
No, in expectation of slower service	2

The Librarians already having their own binderies all emphasize the importance of being able to retrieve items in the bindery *at any time*. One went so far as to say that, even if a home bindery were uneconomic, he would regard it as a necessary cost in giving adequate service to readers.

5.2 It seems, therefore, that requirements for a central bindery are, in order of priority:
(i) Speed of service;
(ii) Accessibility of items being bound;
(iii) Competitive costs.

2. Since the Survey was carried out, there has been some improvement.

5.3 *Speed of service*

As noted above, four out of the five library binderies give a turn-round of five to seven weeks, which is less than all but four of the averages for commercial binderies. On the other hand these are average speeds, and the University Library, by sending out mainly standard work and selecting firms carefully, has achieved an average of only four weeks. This is the speed that should be aimed at, and whether it can be achieved in a central bindery for all types of work, is questionable. It would need a high degree of organization and a comparative absence of urgent calls for particular items, which, if excessive, slow down the normal work output.

5.4 *Accessibility of material*

Obviously a central bindery could not provide the same degree of accessibility to urgently wanted items as does a bindery on the library premises. On the other hand it would provide greater facilities to those libraries which do not at present have their own binderies. The degree of convenience would depend on the position of the central bindery in relation to each library.

The other advantages of accessibility noted in para. 4.1 would, similarly, only be partially catered for by a central bindery, since many small repairs would only be worth while if they could be carried out on the library premises.

5.5 *Costs*

The first factor to be considered in relation to the cost of a central bindery is the necessity to include rental (or other land and building charges), maintenance of building, heating and lighting, depreciation of equipment and management and accounting costs, which, in the case of the present library binderies are all (with the exception of a proportion of management costs) disregarded in calculating costs per volume. How much the addition of these costs would add to the cost per volume is impossible at this stage to calculate with any degree of accuracy, as it would depend on so many variable factors, but an attempt at rough estimates for a budget has been made (Table III). The difference in rental costs between central London and outside is so great that two alternative costings are given.

Apart from these additional charges it can probably be assumed that the cost per volume would not be more than the average for

existing library binderies and might well be less, since, with a larger turnover, there would be a more efficient use of machinery, and, with a larger staff, greater opportunity for batching similar work, specialization of jobs, and the employment of work study techniques. The Library Management Research Unit of Cambridge University Library is at present examining some library binderies and may set up a full investigation into production standards. Work done so far indicates that output can be considerably improved, without fundamentally altering procedures.

As has been seen above, the 'average' cost per volume depends very much on the proportions of work dealt with in the various categories, and there seems to be a greater saving on the 'difficult' and oversize work. In order to give some factual basis for this assertion, the following are some examples of the differential charges made by a well-known commercial binder:

Size Prices vary, for periodicals, from £1.03 for a height of 7½ inches to £2.91 for a height of 13½ inches, with seven intermediate stages. This is irrespective of thickness. If the thickness of a volume exceeds one-third of its width the price is increased by a quarter. In a hand bindery, however, since the cost of materials is less than 10 per cent of the total cost and it takes very little longer to bind a large book than a small one, the rise in cost relative to size is very much less. The reason for the big differential in large commercial binderies is probably that anything above a certain size requires special adjustment of machines. In a workshop dealing with a much more miscellaneous input, this factor has less effect on overall costs.

Extras In addition to the charge for excess thickness, the same binder makes extra charges for excess lettering (5p for each line over seven), Russian lettering (10p), pockets (50p), leather labels (20p). These are of less significance than the size differentials, because additional labour costs would be involved also in a hand bindery, though they would probably be on a smaller scale.

In the University Library, advantage has been taken of this situation, and work has been selected so as to avoid sending to commercial firms volumes which would incur the higher charges. As a result the average cost per volume is the lowest shown in Table I and the average for all binding, both 'inside' and 'outside', is £1.40, which is lower than the overall average for commercial binding, in spite of a relatively high cost, in this case, of 'inside' work.

There would seem to be a case, therefore, for the operation of some kind of selection on these lines if a central bindery were established. At the other end of the scale there are cheap unorthodox ways of dealing with certain classes of material which commercial binders would not undertake, but which can be carried out in a library bindery. An example is the London School of Economics method of treating pamphlet material.

5.6 In attempting to draw up a hypothetical budget, certain arbitrary assumptions have been made, all of them open to question, as follows:

(i) That it would always be more economical to send some work to commercial firms.

(ii) That the College and Institute libraries with binderies which are large enough to be viable would want to retain them (that is, the London School of Economics, University College and the Warburg Institute).

(iii) That the Institute of Historical Research and University Library binderies would form the nucleus of equipment and staff.

(iv) That most of the other libraries would agree to use a central bindery for work not selected as more suitable for commercial binding.
The totals in Column 5 of Table II, the volumes dealt with in the Institute of Historical Research and the University Library binderies, and a notional figure for the medical Schools and Institutes not circularized, have been added together to form an estimated output of about 35,000 volumes.

(v) That, owing to the miscellaneous nature of the work, it would not be practicable to install more sophisticated machinery than is used at present, (for example, case-making machines cost several thousand pounds and need a much higher and more standardized work-load for them to be economical), and that the establishment would continue to be basically a hand bindery.

(vi) Cost of wages is, for the sake of comparison with the figures in Table I, calculated on rates current in 1969-70.

5.7 The notional budgets give a cost per volume of £1.36 for outside London, which is less than the average cost of commercial binding carried out at present for those University of London libraries which do not have their own binderies (£1.54. see Table II). For a site in central London the cost per volume would be £1.97.

6. *Summary and Conclusions*

6.1 Binderies attached to individual libraries serve a useful purpose, provided the work they do is selected, not only by the criterion of urgency, but also on the grounds of economic advantage. There are advantages attached to a bindery actually on the premises which are lost as soon as it is removed even a short distance away and is out of the direct control of the library concerned.

6.2 To be advantageous, a central university bindery would have to guarantee a quick service (say of four weeks average, and not more than six weeks). This would not be easy to achieve at an acceptable cost.

6.3 It would probably not be economical for a central bindery to undertake all kinds of binding.

6.4 A saving in costs would result from a central bindery only if it were situated outside central London, for example at Egham.

6.5 In view of the foregoing it would be inadvisable to embark on a scheme for a completely new and separate establishment without further investigation and more detailed costing. Helpful information on this may shortly be available from the University of Cambridge Library Management Research Unit. Meanwhile the following intermediate steps might be considered:

(i) The great differences in speed and cost of commercial binding services experienced by the various libraries of the University indicate that, at least, some central pooling of information is desirable to help the smaller libraries to make the best use of their resources.

(ii) This might be extended to the negotiating of joint contracts with binders by two or more libraries, in order to be able to batch items according to categories.

(iii) The University Library and the Institute of Historical Research binderies might combine and reorganize their work so as to take in a certain amount from other libraries. To be able to do this, both libraries would have to send out to commercial firms rather more of the cheaper, standard work than now, and work from the other libraries would have to be carefully selected. (The Institute of Historical Research does not send any work out at present, and does undertake a small amount for other libraries.) There might have to be some enlargement of the combined bindery establishment. Such a scheme would not be easy to organize, but it would give some experience of the problems of working a co-operative bindery, and an opportunity

of calculating costs more precisely, before an entirely new project was embarked upon.

6.6 Whether or not a central bindery is set up there should be a common standard for salaries and wages in library binderies of the University.

TABLE I

Output, cost, etc., of the five library binderies for the session 1969-70

	Vols. bound	Vols. repaired	Misc. work	Total cost of wages & materials £	Average cost of binding a volume (estimate) £	Average time for a volume to go through
University Library	4693	1021	Boxes; lettering	9680	1.85	12 weeks[1]
London School of Economics	5242	1244	1000 period. boxes; 700 pamphlets	7730	1.27	5 weeks
University College	2413	350	Cases	8277	2.75	6 weeks
Institute of Historical Research	2123	39	Boxes, pads etc.	5094	2.25	5 weeks
Warburg Institute	2170	250	1586 pamph; minor repairs; pads; boxes;	7110	3.00	7 weeks

[1] This time has been reduced during the early part of 1970-71

TABLE II

Commercial Binding

Library	No. of vols. bound	Average cost per vol. £	Total cost £	% of periodical & other large sizes	Previous col. shewn in numbers	Average time taken
1. *Institutions with Library Binderies.*						
L.S.E.	5,000	1.20	6,000	24	1,200	14 wks
Univ. Coll.	5,700	1.17	6,670	33	1,880	9 wks
Univ. Lib.	5,050	0.97	4,900	30	1,500	4 wks
Totals	*15,750*	*1.12*	*17.570*		*4,580*	
2. *Other general Colleges and Institutes.*						
Bedford	3,100	1.49	4,625	67	2,080	10 wks
Birkbeck	1,000	1.75	1,750	76	760	10 wks
Courtauld	150	2.20	330	43	65	26 wks
Imp. Coll.	1,800	1.50	2,700	80	1,440	—
I.A.L.S.	740	2.00	1,480	75	555	10 wks
I. Arch.	300	1.75	525	40	120	16 wks
I. Cl. St.	470	1.65	775	50	235	12 wks
I. Com St.	220	1.80	400	90	200	21 (or 6 for one binder)
I. Educ.	800	1.00	800	20	160	12 wks
I. Germ. St.	190	1.50	285	50	95	10 wks
King's Coll.	2,380	1.75	4,165	75	1,800	10 wks
L.S.H.T.M.	1,070	2.00	2,140	95	1,000	10 wks
Q. Eliz.	840	1.75	1,470	100	840	7 wks
Q.M.C.	1,100	2.00	2,200	95	1,045	5 wks
R.H.C.	2,600	0.96	2,490	38	985	6 wks
R. Vet. C.	310	1.90	590	100	310	7 wks
S.O.A.S.	5,130	1.50	7,695	50	2,565	13 wks
Sch. Pharm.	160	2.25	360	100	160	8 wks
S.S.E.E.S.	880	1.35	1,190	45	400	26 wks
Westfield	2,000	1.50	3,000	67	1,340	4 wks
Totals	*25,240*	*1.54*	*38,970*		*16,155*	
3. *Medical Schools.*						
Guy's	250	1.15	287	80	200	13 wks
St. Bart's.	560	1.80	1,008	98	545	14 wks
4. *P.-G. Medical Institutes.*						
Cancer Res.	650	2.10	1,365	100	650	9 wks
Psychiatry	350	1.50	525	80	280	7 wks

TABLE III

Rough estimate of annual cost of a bindery with an output of 35,000 volumes (Based on costs as at July 1970)

		Central London	At Egham, or other place outside London
		£	£
Premises (5,000 sq. ft.)			
Rent (or other charge)		25,000	3,500
Heating, lighting, cleaning, repairs		500	500
Equipment (replacement fund)		500	500
Staff			
Foreman Manager	2,500		
Deputy Foreman	1,800		
14 Journeymen	18,600		
14 Women sewers	12,600		
3 Apprentices	2,500		
Clerk/Typist	1,000	39,000	39,000
Materials		4,000	4,000
		69,000	*47,500*
Total average cost per volume		£1.97	£1.36

APPENDIX X

LIST OF BODIES AND INDIVIDUALS WHO SUBMITTED EVIDENCE

(a) Written evidence was received from the following:

Birkbeck College
Institute of Advanced Legal Studies
Institute of Classical Studies
Institute of Commonwealth Studies
Institute of Historical Research
Institute of United States Studies
King's College
Board of Studies in Chemical Engineering
Board of Studies in Chemistry and Chemical Industries
Board of Studies in Civil and Mechanical Engineering
Board of Studies in Classics
Board of Studies in English
Board of Studies in Estate Management
Board of Studies in Germanic Languages and Literatures
Board of Studies in Geography
Board of Studies in Geology
Board of Studies in History
Board of Studies in the History of Art
Board of Studies in Library, Archive and Information Studies
Board of Studies in Mathematics
Board of Studies in Palaeography
Board of Studies in Philosophical Studies
Board of Studies in Psychology
Board of Studies in Scandinavian Studies
Byzantine Library Committee
Library Management Research Unit, Cambridge University Library
Standing Conference of Librarians of the Libraries of the University of London (SCOLLUL)
Mr. P. J. Bishop, Institute of Diseases of the Chest
Mr. B. C. Bloomfield, School of Oriental and African Studies, and other librarians
Mr. B. C. Brookes, University College
Mr. D. A. Brunning, Institute of Cancer Research
Mr. E. B. Ceadel, Cambridge University Library
Mr. G. Clark, Middlesex Hospital Medical School
Mr. D. A. Clarke, London School of Economics
Professor F. R. Crane, Queen Mary College
Miss Phyllis Edwards, Botany Library, British Museum (Natural History)

Mr. V. J. Glanville, London School of Hygiene and Tropical Medicine
Miss Joan M. Harries, University Library
Dr. F. Hartley, School of Pharmacy
Dr. C. J. Holdsworth, University College
Dr. K. S. Holt, Institute of Child Health
Mr. E. B. James, Imperial College
Professor J. B. Jepson, Middlesex Hospital Medical School
Mr. N. Blurton Jones, Institute of Child Health
Professor C. A. Keele, Middlesex Hospital Medical School
Professor A. D. Momigliano, University College
Mr. B. Naylor, Institute of Latin American Studies
Dr. G. Pampiglione, Institute of Child Health
Dr. R. Shackleton, Bodleian Library
Mr. W. A. Steiner, Institute of Advanced Legal Studies
Mr. M. A. Stevenson, University Library
Mr. I. B. Trapp, Warburg Institute
Professor W. A. Whalley, School of Pharmacy
Dr. P. A. Wood, University College

(b) Oral evidence was received from the following:

Mr. T. Aitchison, Institution of Electrical Engineers
Mr. D. H. Barlow, Institution of Electrical Engineers
Mr. P. J. Bishop, Institute of Diseases of the Chest
Mr. A. Bowness, Courtauld Institute
Mr. R. E. Coward, British National Bibliography
Professor W. R. S. Garton, Imperial College of Science and Technology
Mr. J. C. Gray, Office for Scientific and Technical Information, Department of Education and Science
Mr. R. Morris, Senate House Organization and Methods Department
Professor P. J. Murray, Birkbeck College
Mr. A. G. Quinsee, Imperial College of Science and Technology
Mr. V. Rossetti, Polytechnic of North London
Professor N. Rubinstein, Westfield College
Mr. J. L. Schofield, Library Management Research Unit, Cambridge University Library
Mr. J. R. Smith, Institution of Electrical Engineers
Mr. Colin Stewart, University of London Computer Centre
Mr. J. A. Urquhart, Library Management Research Unit, Cambridge University Library
Mr. A. J. Wells, British National Bibliography

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